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ABSTRACT

This self-paced library skills workbook provides incoming students with an introduction to the physical arrangement and use of the university libraries. Divided into two sections, the first contains explanations of the catalogs, classification system, and various library resources. The second consists of practical exercises keyed to the explanatory chapters of the first section. (RAA)

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LIBRARY SKILLS WORKBOOK

The workbook is adapted in part from one at Pennsylvania State University designed by Beverly Renford. Contributors were Connie Miller, Victor Ocampo, and Norma Dickau. The cover was designed by Don Molloy.

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

IR008951

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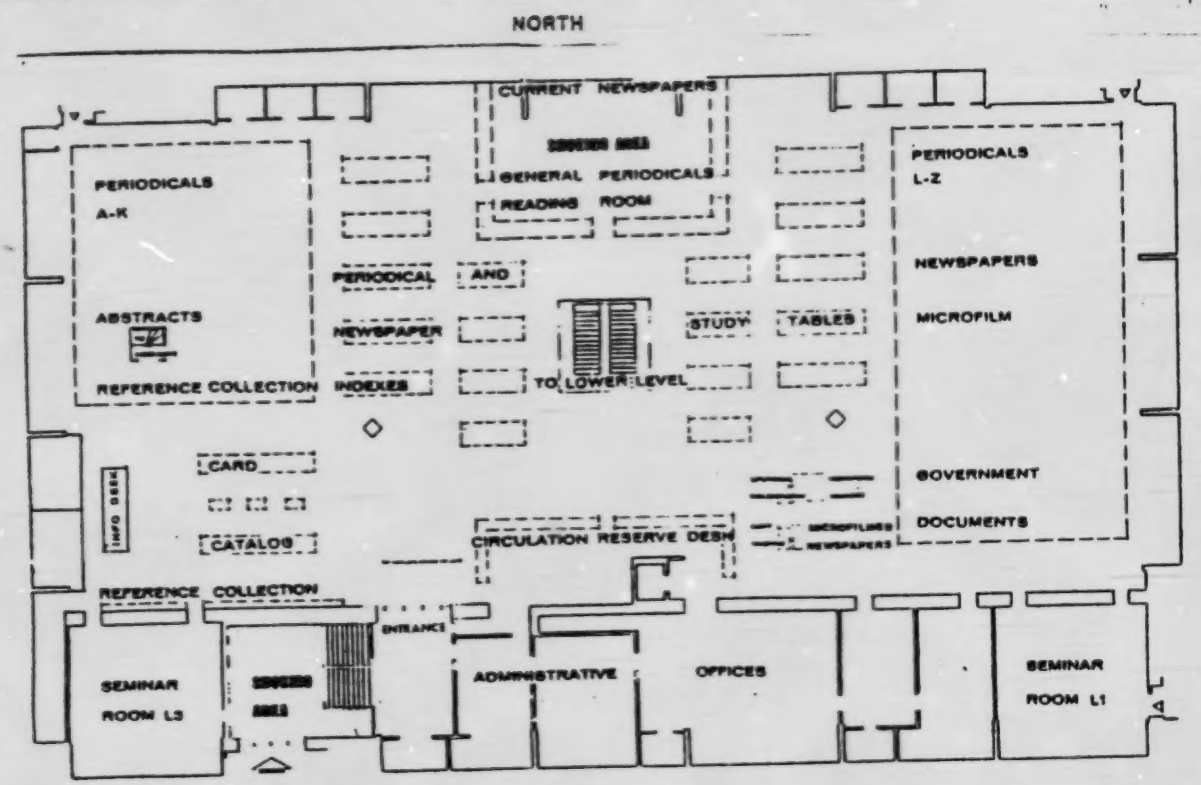
INTRODUCTION TO LIBRARY SKILLS WORKBOOK

The purpose of the Library Skills Workbook is to provide an introduction to the physical arrangement and use of the CSB and SJU Library facilities. This self-paced Workbook includes instructions, location information, and exercises. You are encouraged to ask for help at either CSB or SJU Library whenever you need it.

The Workbook is in two sections. The first section, on white paper, consists of explanations of various aspects of the libraries. The second section, on colored paper, consists of exercises. One set of exercises corresponds to each chapter in the explanation section, and each set of exercises should be completed immediately after reading the corresponding explanation.

If the Library Skills Workbook is being completed as part of a first semester Freshman Colloquium class, a due date will be assigned by your professor. Completed Exercise Sections of the Workbooks should be turned in to a library staff member at the Workbook Desk at SJU Library or at the Reference Desk at either CSB or SJU Library. At the time you turn your Exercise Section in you will be asked to transfer your answers to a computer card which will be supplied to you. We appreciate this extra effort on your part as it will allow us to evaluate the Workbook as a learning tool.

You must complete the Workbook 100% correctly before it is considered done. For this reason, the Workbooks need to be hand scored as well as analyzed by the computer. If you turn your Exercise Section in at a time when it cannot be scored immediately, you will receive notification through campus mail if you need to make corrections. Scored Exercise Sections on which corrections need to be made can be picked up at the Workbook Desk in SJU Library.



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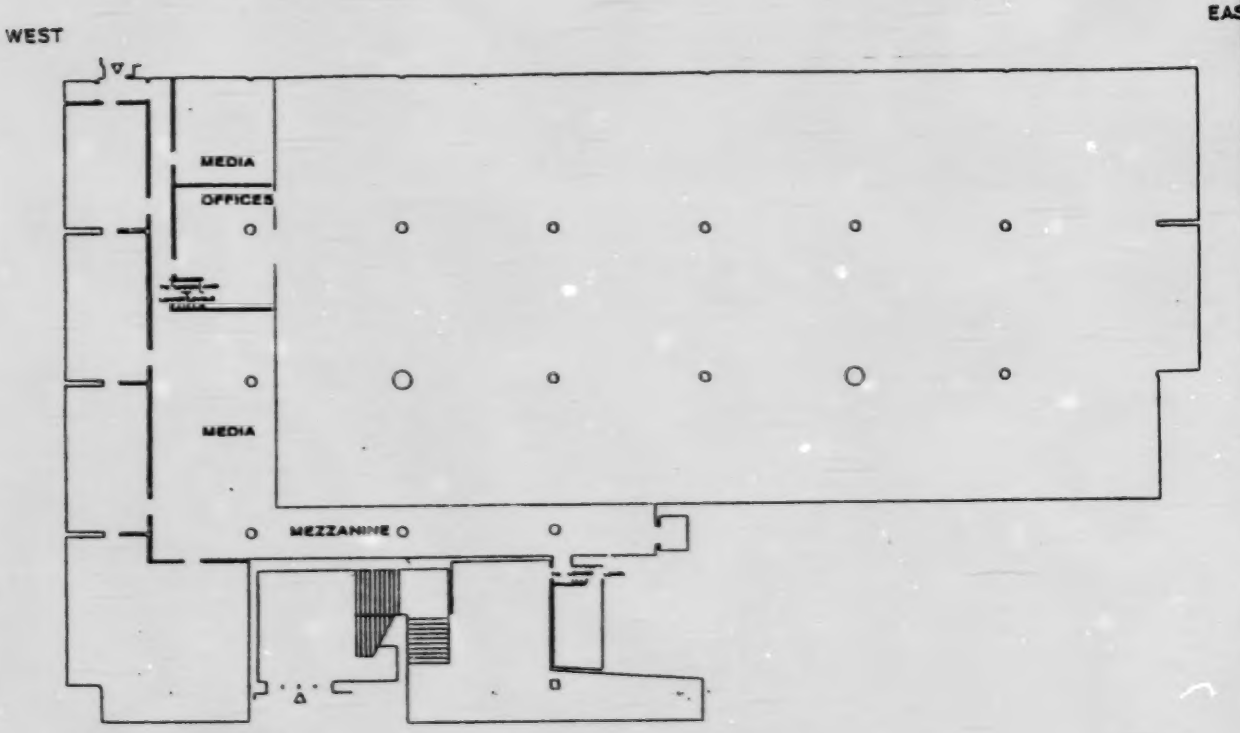
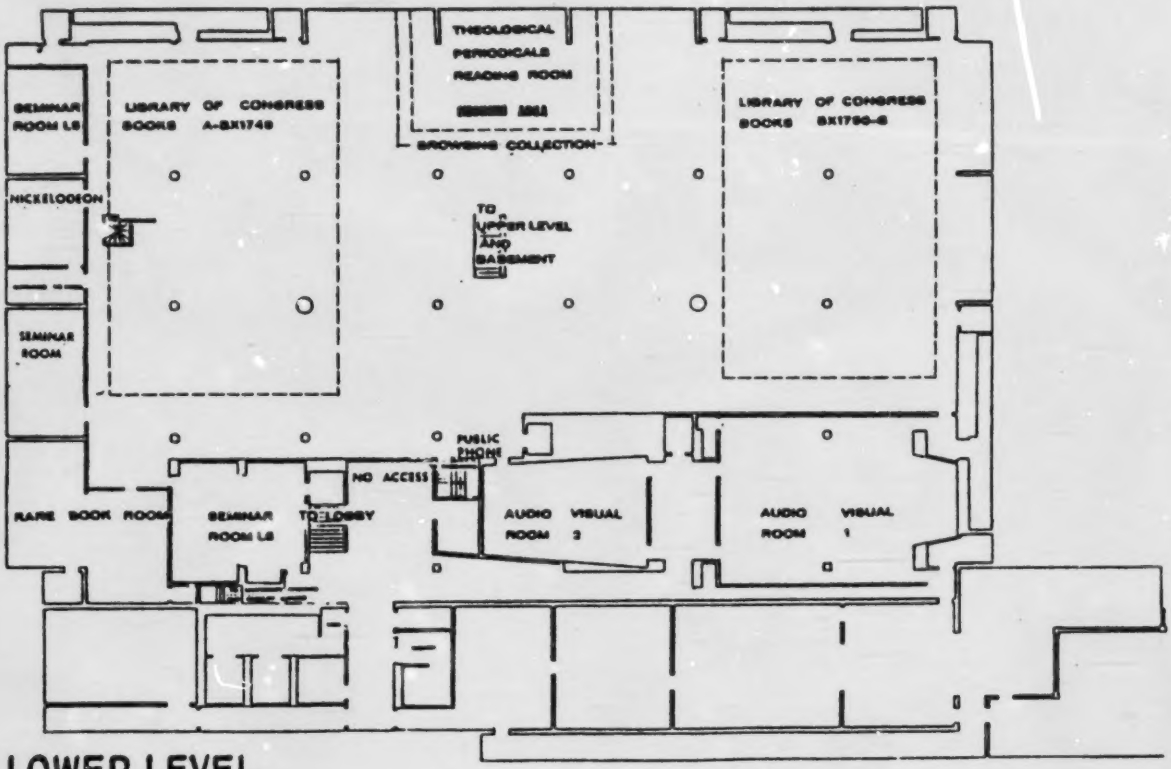


MEZZANINE

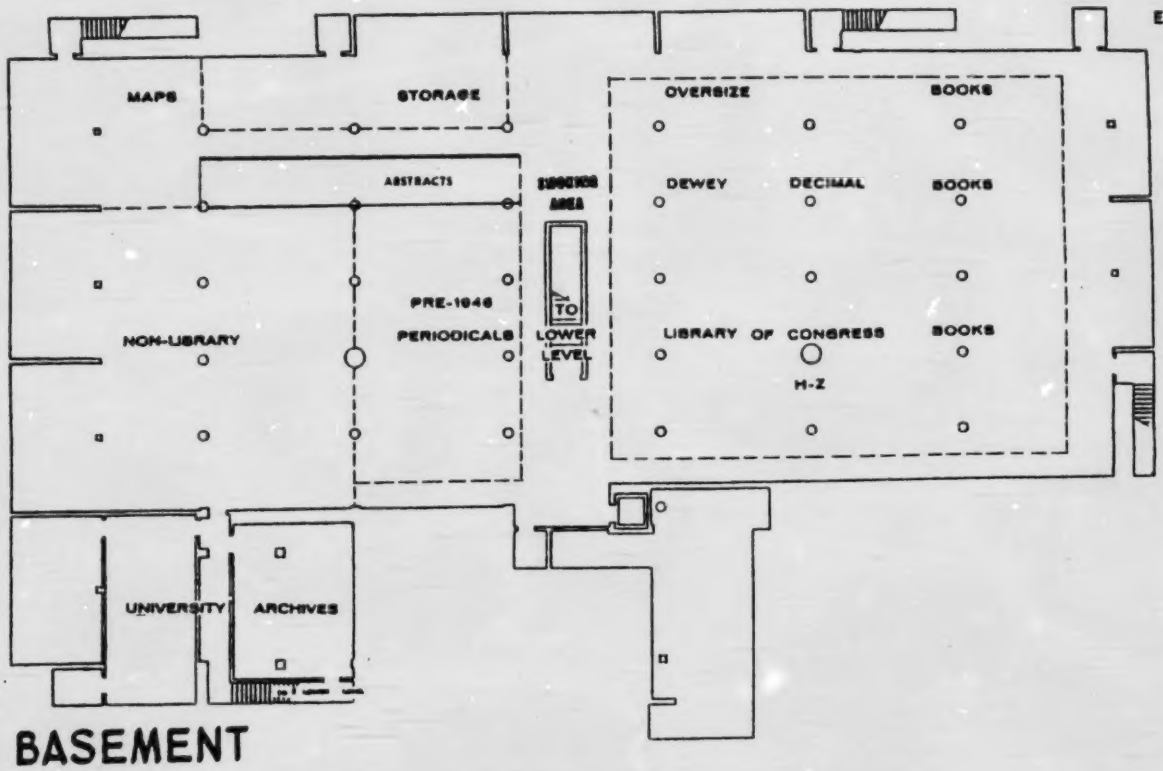
NORTH



LOWER LEVEL

WEST

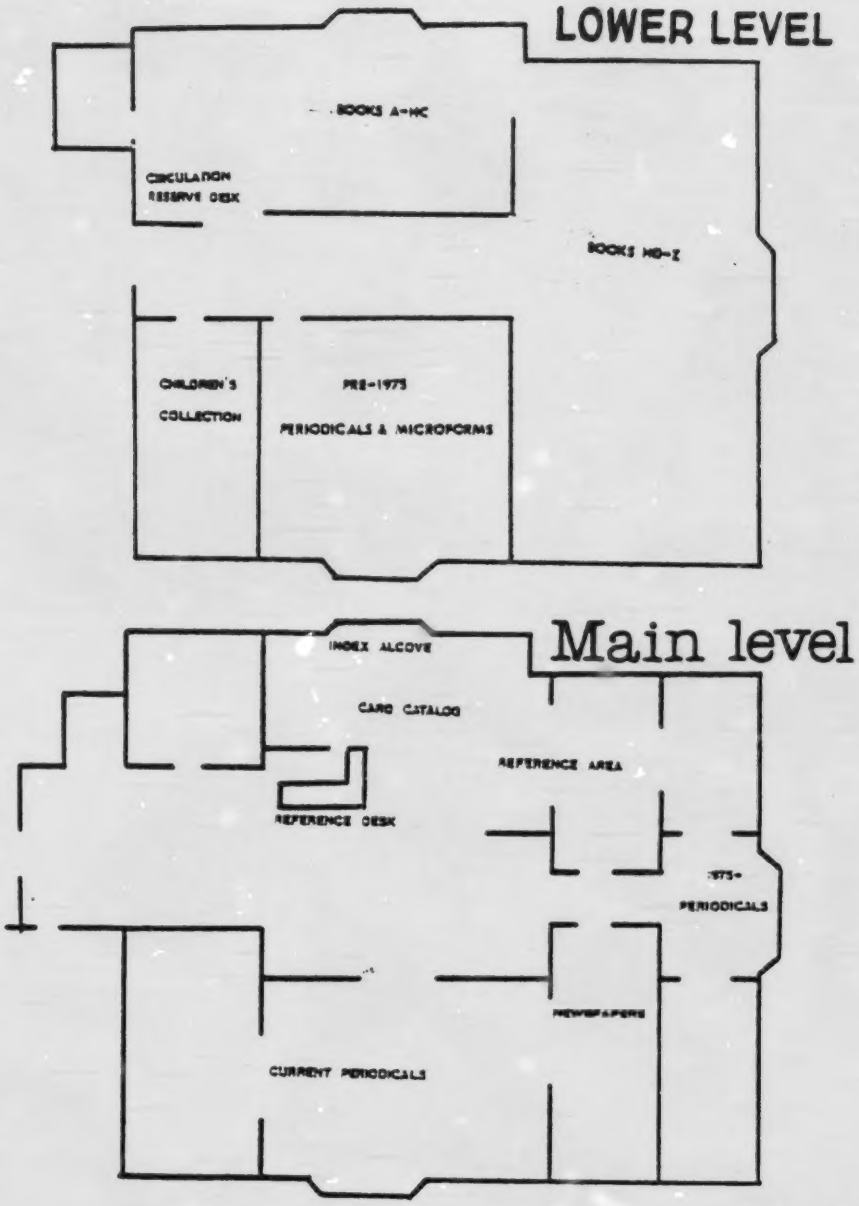
EAS



BASEMENT

Saint John's University

SOUTH



MEDIA SERVICES – UPPER LEVEL

CHAPTER 1. DICTIONARIES

> Most dictionaries in the CSB/SJU libraries are located in the reference collections in the "PE" call number section. In both libraries, however, there are additional dictionaries available on each floor.

Dictionaries are lists of words in alphabetical order. Besides telling how words are spelled, dictionaries may give the meaning of words, explain how they are pronounced and used, tell from what language they were derived, and how their use has changed through time.

Dictionaries which attempt to include every word in the language are unabridged. Examples of unabridged dictionaries are:

WEBSTER'S INTERNATIONAL DICTIONARY (CSB, Main Floor; SJU, Basement)
WEBSTER'S THIRD NEW INTERNATIONAL DICTIONARY (CSB, Main Floor; SJU, Upper Level)
OXFORD ENGLISH DICTIONARY (CSB and SJU; REF PE 1625/ .M7)

The OXFORD ENGLISH DICTIONARY (OED) tries to include every word in English ever used since 1160. The main set of 12 volumes consists of all words from 1160 to the end of the 19th century. A supplement adds words for the twentieth century. For each word, the OED gives meaning, spelling, pronunciation, derivation, and historical use in the language. Examine the following entry from the OED for the word materialistic:

Word →

First meaning and first recorded use by Maurice →

Second meaning and first recorded use by Tyndall →

Materialistic (mătĭ-rĭălĭ'stĭk), *a.* [f. MATERIALIST + -IC.]

1. Pertaining to, characterized by, or addicted to materialism, in any of the senses of the term.

1845 MAURICE *Mor. & Met. Philos.* in *Encycl. Metrop.* (1854) II. 45 The search for elements by the Ionic School struck Clemens as simply materialistic. 1877 DOWDEN *Shaks. Prim.* vi. 102 Sly is of the family of Sancho Panza, gross and materialistic in his tastes, and habits. 1877 E. CAIRD *Philos. Kant* II. 13 A materialistic explanation of the universe. 1898 J. R. ILLINGWORTH *Div. Immanence* i. § 3. 21 Minds of a materialistic bias.

2. Pertaining to the 'material theory' of heat. *rare.*

1860 TYNDALL *Glac.* II. xix. 331 According to the materialistic view of heat, bodies are figured as sponges, and heat a kind of fluid absorbed by them.

Abridged dictionaries do not attempt to be comprehensive. They include only the more commonly used words and are adequate for most purposes. Some abridged dictionaries in the libraries are:

AMERICAN HERITAGE DICTIONARY (CSB and SJU; REF PE 1625/ .A54)
RANDOM HOUSE DICTIONARY (CSB and SJU; REF PE 1625/ .R3)
CONCISE OXFORD DICTIONARY (CSB; REF PE 1628/ .F6/ 1976)
WEBSTER'S NEW WORLD DICTIONARY (CSB, REF PE 1625/ .W33/ 1970; SJU, REF PE 1625/ .W3)

In addition to English or other language dictionaries, there are subject dictionaries which deal with specialized terms and ideas related to specific fields. They are useful for defining technical terms or beginning research on a concept about which you are unclear. Examples of subject dictionaries in the libraries are:

AMERICAN POLITICAL DICTIONARY (CSB and SJU; REF JK9/.P55)
DICTIONARY OF AMERICAN SLANG (CSB and SJU; REF PE 2846/ .W4/ 1975)
DICTIONARY OF ARCHAEOLOGY (SJU; REF CC70/ .B7/ 1970a)
DICTIONARY OF EDUCATION (CSB and SJU; REF LB15/ .G6/ 1973)
ENCYCLOPEDIC DICTIONARY OF RELIGION (CSB and SJU; REF BL31/ .E4x/ 1979)
MCGRAW-HILL DICTIONARY OF SCIENTIFIC AND TECHNICAL TERMS (CSB and SJU; REF Q 123/ .M15)
STEDMAN'S MEDICAL DICTIONARY (CSB and SJU; REF R121/ .S8/ 1975)
CONDENSED CHEMICAL DICTIONARY (SJU; REF QD5/ .C5/ 1971)
DICTIONARY OF CONTEMPORARY MUSIC (CSB and SJU; REF ML 100/ .V55)

Go to page 1 of the colored section to complete Assignment 1

CHAPTER 2. ENCYCLOPEDIAS

> The encyclopedias in both libraries are located in the Reference collections. General encyclopedias are in the "A" call number section. Check the individual descriptions in this chapter for call numbers of special encyclopedias.

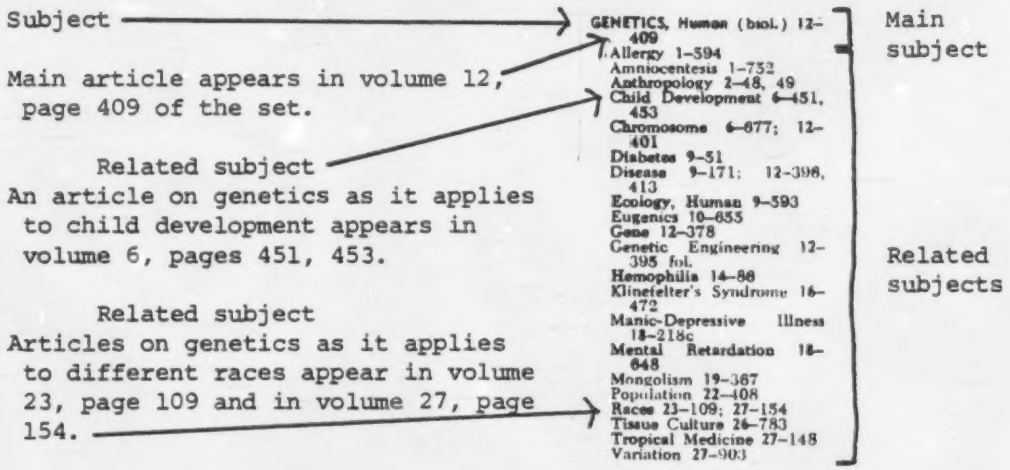
The best place to start research on almost any subject is with an encyclopedia. There are general encyclopedias which try to cover the entire range of knowledge, and there are special encyclopedias which concentrate on specific subject fields. The advantages of beginning a research project with an encyclopedia are:

1.) an encyclopedia article will help you define a topic and limit it to an appropriate size

2.) most encyclopedia articles include a bibliography which will lead you to other books or articles on your subject.

The best way to approach an encyclopedia is through the index volume. Looking up your subject in the index volume will tell you not only where the main article appears in the set, but also where related articles appear. Examine the following entry from the index volume of ENCYCLOPEDIA AMERICANA:

Your subject, in this example, is human genetics.


Subject
Main article appears in volume 12, page 409 of the set.
Related subject
An article on genetics as it applies to child development appears in volume 6, pages 451, 453.
Related subject
Articles on genetics as it applies to different races appear in volume 23, page 109 and in volume 27, page 154.
GENETICS, Human (biol.) 12–409
Allergy 1–594
Amniocentesis 1–732
Anthropology 2–48, 49
Child Development 6–451, 453
Chromosome 6–677; 12–401
Diabetes 9–51
Disease 9–171; 12–398, 413
Ecology, Human 9–593
Eugenics 10–655
Gene 12–378
Genetic Engineering 12–395 fol.
Hemophilia 14–88
Klinefelter's Syndrome 16–472
Manic-Depressive Illness 18–218c
Mental Retardation 18–648
Mongolism 19–387
Population 22–408
Races 23–109; 27–154
Tissue Culture 26–783
Tropical Medicine 27–148
Variation 27–903
Main subject
Related subjects

CSB and SJU libraries have many general and special encyclopedias. Some general encyclopedias of interest are:

ENCYCLOPEDIA AMERICANA (CSB and SJU; REF AE 5 .E333)
First published in 1904, the set has a comprehensive coverage, but emphasizes the Americas. An especially good source of information on American cities and towns. Also includes evaluation of selected books, operas, musical compositions, and works of art.

ENCYCLOPAEDIA BRITANNICA (CSB and SJU; REF AE 5 .E363)
First published in 1768. Tends to be the most detailed of all general encyclopedias. The 15th edition has a new format, with MICROPAEDIA serving as the index and providing ready reference, and MACROPAEDIA containing long articles. The PROPAEDIA contains an outline of human knowledge, useful as a study guide.

COLLIER'S ENCYCLOPEDIA (CSB; REF AE 5 .C683 1980)
Just published in a new edition, Collier's is a useful, clear, concise encyclopedia. Bibliographies appear in the index volume rather than at the end of individual articles. Includes good illustrations.

WORLD BOOK ENCYCLOPEDIA (CSB and SJU; REF AE 5 .W55)
A very basic encyclopedia containing excellent cross-references, signed articles, and many illustrations and graphs. Most articles are short, and on specific topics.

Some specialized encyclopedias of interest are:

INTERNATIONAL ENCYCLOPEDIA OF HIGHER EDUCATION (CSB; REF LB15 .I57)
Deals with all major aspects of international higher education. The arrangement is alphabetical, and a detailed index refers the user to cross-references and "see also" references. Biographies are not included.

ENCYCLOPEDIA OF PHILOSOPHY (CSB and SJU; REF B 41 .E5)
Contains nearly 1,500 signed articles by 500 scholars. Includes all aspects of philosophy. The index is in volume 8.

INTERNATIONAL ENCYCLOPEDIA OF THE SOCIAL SCIENCES (CSB and SJU; REF H 40 .A2 I5)
Emphasizes the analytical and comparative aspects of social science topics. It includes some biography. Broad topics are often subdivided. Most articles contain bibliographies and cross-references. Volume 17 contains an index and an outline of topics. Volume 18 is a biographical supplement.

MCGRAW-HILL ENCYCLOPEDIA OF SCIENCE AND TECHNOLOGY (CSB and SJU; REF Q 121 .M3 1977)
Covers all the physical sciences, earth sciences, life sciences, and engineering. Articles are written for the lay person. The index is in Volume 15. Annual volumes update the set.

ENCYCLOPEDIA OF WORLD ART (CSB and SJU; REF N 31/ .E533)
Covers architecture, sculpture, painting, and all other man-made objects which are aesthetic in purpose. Articles are signed and have bibliographies. All countries and periods are included.

Go to page 2 of the colored section to complete Assignment 2.

CHAPTER 3. CLASSIFICATION SYSTEMS

The CSB library uses only the Library of Congress (LC) classification system. The SJU library uses both the Library of Congress (LC) and the Dewey Decimal classification systems.

Materials in the library are classified according to their subject matter and assigned a call number. There are two classification systems according to which call numbers can be assigned. The two systems result in different types of call numbers. Library of Congress call numbers begin with one or more letters of the alphabet. Dewey Decimal call numbers begin with a three digit number and sometimes a decimal. Examine the following call numbers:

DEWEY DECIMAL

242	378.32
415	C22
G29	B7

LIBRARY OF CONGRESS

Z	LB
666	1715
.E17	.C617

You will need to distinguish between the two types of call numbers as a book's location is determined by the number it is assigned.

Go to page 3 of the colored section to complete Assignment 3.

CHAPTER 4. CARD CATALOG-AUTHOR AND TITLE APPROACH

The card catalogs in both libraries are located on the main levels near the Information desks and Reference Collections.

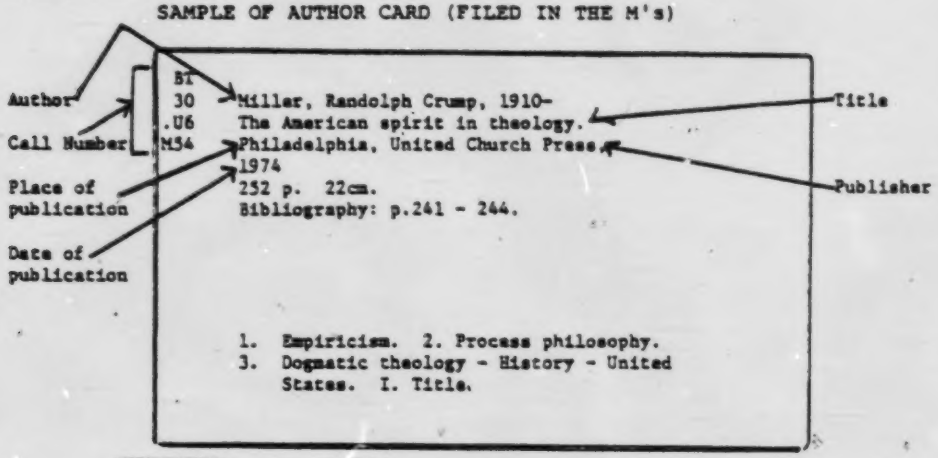
Although a joint catalog is planned for the future, at present each of the two libraries has its own separate card catalog. Each card catalog provides author, title, and subject access to the books, microfilms, serials, media, and maps housed in the library in which it is located. Collections like periodicals and government documents are not fully covered by either catalog. Special lists or indexes provide access to these collections.

The card catalog in the CSB library is a divided catalog. This means that there is an author-title section and a separate subject section. Each item in the CSB library will have at least two cards in the author-title section: one under the author's name and one under the title. The same item will have at least one card in the subject section filed under one or more subjects that the item is about.

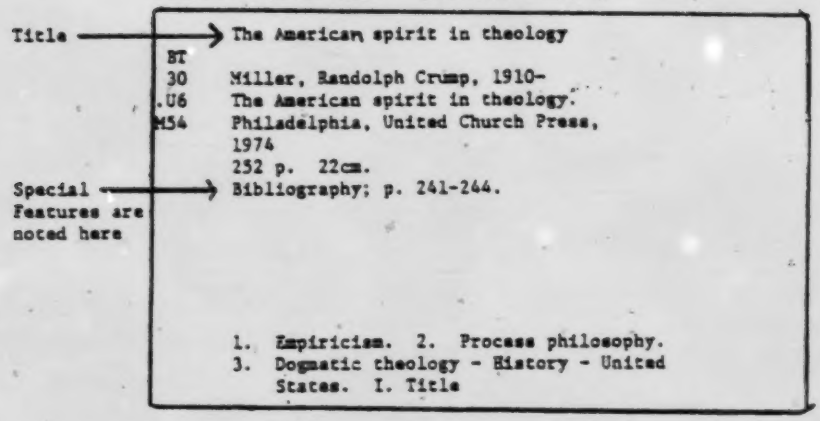
The card catalog in the SJU library is not divided. It is a dictionary catalog. This means that author cards, title cards, and subject cards are all filed in one alphabet.

Examine the following examples of an author card and a title card for the same book:

SAMPLE OF AUTHOR CARD (FILED IN THE M's)



SAMPLE OF TITLE CARD (FILED IN THE A's)



Go to page 4 of the colored section to complete Assignment 4

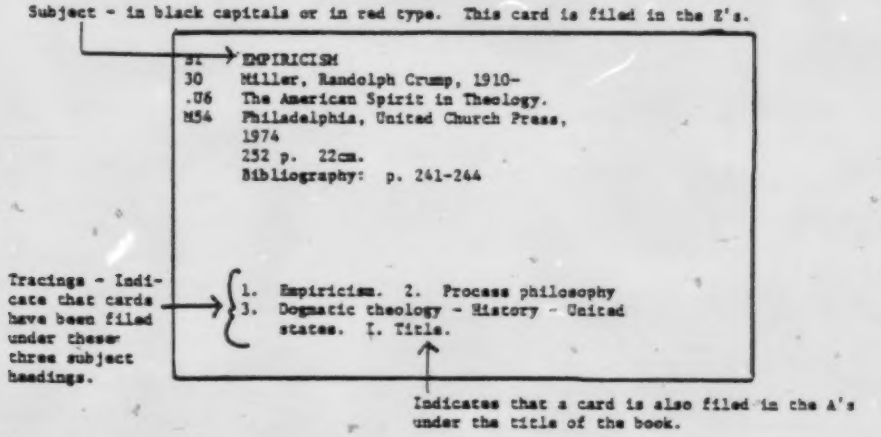
CHAPTER 5. CARD CATALOG-SUBJECT APPROACH

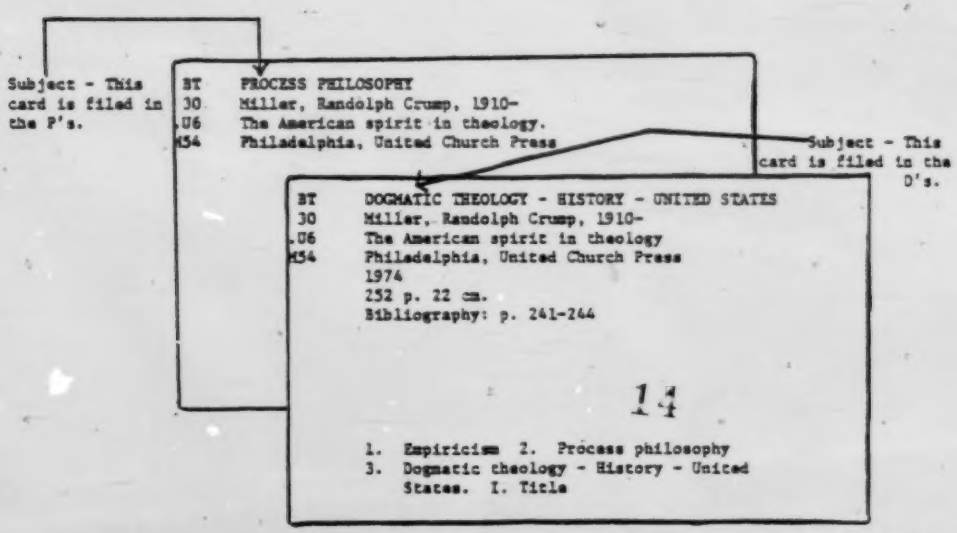
> In the CSB card catalog the subject cards are filed separately in the subject section. In the SJU card catalog the subject cards are alphabetically interfiled with the author and title cards.

When you do not know a particular author or title but you do have a subject in which you are interested you will use the subject cards. Subject headings appear at the top of a card. Do not confuse a book by an author with a book about an author. Books by an author will be filed before books about the author, and when the author is the subject his or her name will appear at the top of the card in capital black letters or red type.

To find out what subject headings a book has been assigned, check the bottom of a catalog card. This portion of most cards is called the "tracings," because it traces or keeps track of all the catalog cards made for a book. In the case of the Miller book shown in the sample cards, the subjects assigned were "1. Empiricism 2. Process philosophy 3. Dogmatic theology - History - United States." A card was also made for the title of the book, The American spirit in theology. Study the following examples of subject cards:

SAMPLES OF SUBJECT CARDS


Subject - in black capitals or in red type. This card is filed in the E's.
BT EMPIRICISM
30 Miller, Randolph Crump, 1910-
.U6 The American Spirit in Theology.
M54 Philadelphia, United Church Press,
1974
252 p. 22cm.
Bibliography: p. 241-244
Tracings - Indicate that cards have been filed under these three subject headings.
1. Empiricism. 2. Process philosophy
3. Dogmatic theology - History - United states. I. Title.
Indicates that a card is also filed in the A's under the title of the book.


Subject - This card is filed in the P's.
BT PROCESS PHILOSOPHY
30 Miller, Randolph Crump, 1910-
.U6 The American spirit in theology.
M54 Philadelphia, United Church Press
Subject - This card is filed in the D's.
BT DOGMATIC THEOLOGY - HISTORY - UNITED STATES
30 Miller, Randolph Crump, 1910-
.U6 The American spirit in theology
M54 Philadelphia, United Church Press
1974
252 p. 22 cm.
Bibliography: p. 241-244
14
1. Empiricism 2. Process philosophy
3. Dogmatic theology - History - United States. I. Title

LIBRARY OF CONGRESS SUBJECT HEADINGS

Subject headings used in the card catalog must be standardized so that everyone looking for some particular subject will look in the same place in the card catalog. For example, if you are interested in CARS and you look in the "C" section of the card catalog, you will not find any cards for books on your subject. All books on cars are given the standard subject heading AUTOMOBILES and the cards are filed in the "A" section. The book that tells you what the standardized subject headings are, in all subjects, is the Library of Congress Subject Headings book. This book consists of two large red volumes and is located on the tables that stand between the two card catalogs at SJU and on tall stands behind the author-title section of the card catalog at CSB.

An example of a page from the LC Subject Headings book appears on the following page. From this example you will notice that:

1.) Bold face type indicates a subject heading that is used in the card catalog.

2.) The abbreviation "sa" means "see also." This refers to other subject headings used in the card catalog under which information on, or related to, your subject can be found.

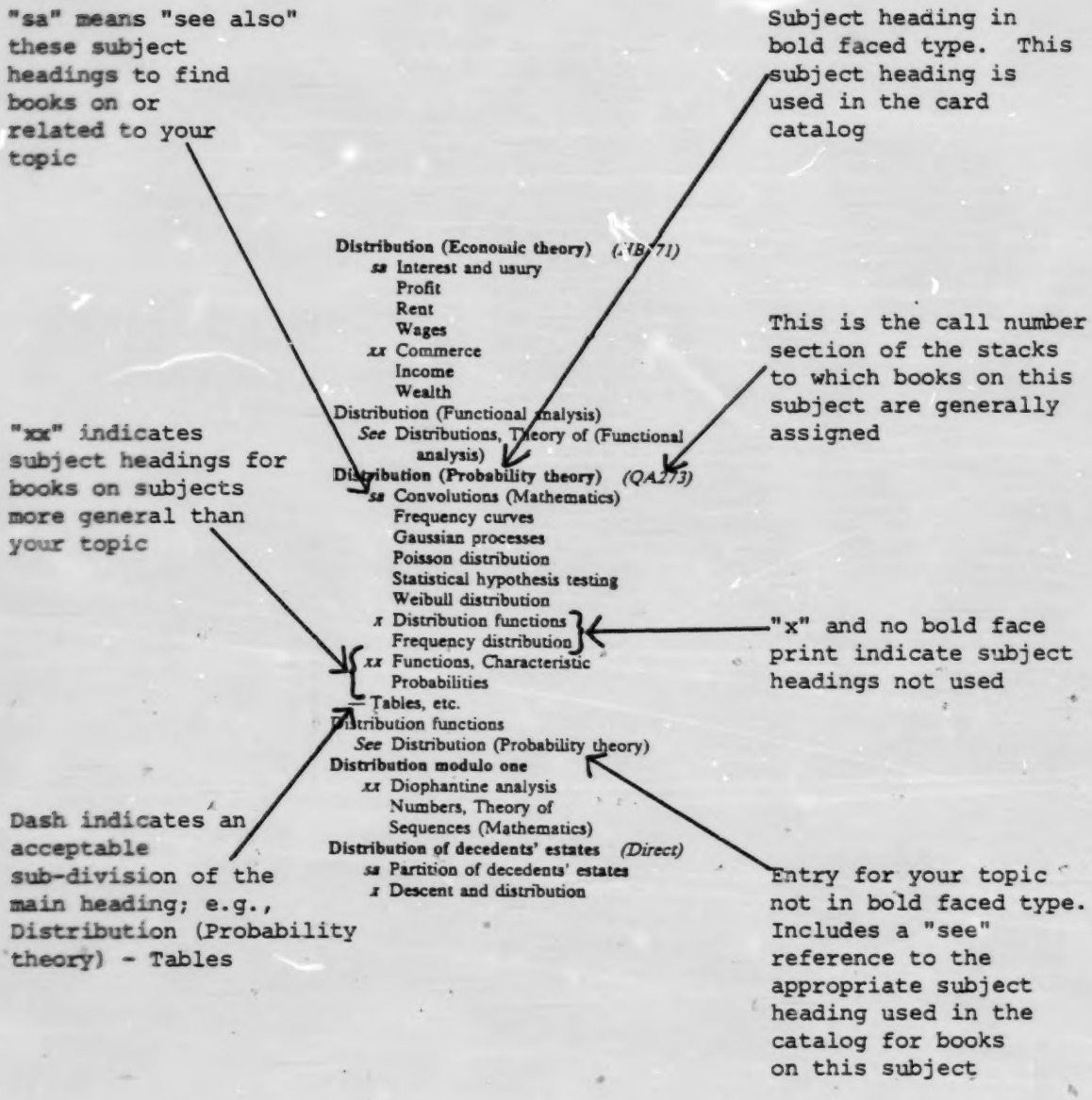
3.) The symbol "x" indicates subject headings that are not used in the card catalog.

4.) The symbol "xx" indicates subject headings in the card catalog which are more general than, or include, your subject. Books on these broad subjects would be likely to include information on more specific topics.

5.) A "dash" subheading means that it is a part of the main heading. Using an example from the next page, "DISTRIBUTION (PROBABILITY THEORY) - TABLES" is an acceptable subdivision of the main heading DISTRIBUTION (PROBABILITY THEORY).

Imagine for a moment that you are interested in "distribution functions" for a math class and want to know what books the libraries have on this subject. You get the appropriate volume of the LC Subject Headings book and look for your subject. Examine the following page to see the results of your search.

Copy of a page from the Library of Congress Subject Headings book. The subject of interest is distribution functions.


"sa" means "see also" these subject headings to find books on or related to your topic
Subject heading in bold faced type. This subject heading is used in the card catalog
This is the call number section of the stacks to which books on this subject are generally assigned
"xx" indicates subject headings for books on subjects more general than your topic
"x" and no bold face print indicate subject headings not used
Dash indicates an acceptable sub-division of the main heading; e.g., Distribution (Probability theory) - Tables
Entry for your topic not in bold faced type. Includes a "see" reference to the appropriate subject heading used in the catalog for books on this subject
Distribution (Economic theory) (HB771)
sa Interest and usury
Profit
Rent
Wages
xx Commerce
Income
Wealth
Distribution (Functional analysis)
See Distributions, Theory of (Functional analysis)
Distribution (Probability theory) (QA273)
sa Convolutions (Mathematics)
Frequency curves
Gaussian processes
Poisson distribution
Statistical hypothesis testing
Weibull distribution
x Distribution functions
Frequency distribution
xx Functions, Characteristic
Probabilities
— Tables, etc.
Distribution functions
See Distribution (Probability theory)
Distribution modulo one
xx Diophantine analysis
Numbers, Theory of
Sequences (Mathematics)
Distribution of decedents' estates (Direct)
sa Partition of decedents' estates
x Descent and distribution

Go to page 5 of the colored section to complete Assignment 5.

CHAPTER 6. THE STACKS

> The book stacks at CSB library are on the Lower Level. The book stacks at SJU library are on the Lower Level and in the Basement (refer to floor plans on pages ii to iv of the workbook.)

Library of Congress Call Numbers

The key to the location of a book in the library is the call number. Since call numbers are assigned on the basis of subject, books on the same subject will be shelved together. If the book has a Library of Congress classification call number, the letter or letters beginning the first line of the call number are arranged alphabetically. The chart on page 12 indicates what subject areas the letter combinations represent and where books with various call numbers are located in each library.

When you have found the correct stack location in the library, locate books with the first letter of your call number (H, for example). Then look for the second letter, if there is one. H alone comes before HA; HM comes after HJ and before HX. The following call numbers are in correct order.

H	HA	HG	HT
437	721	52	4278
.S32	.A48	.M6	.T844

Sometimes the second line of a Library of Congress classification number will have a decimal number. For example:

HT	PN
2783.5	428.3
.S238	.T2

Books that do have a decimal in the second line, like the two examples above, will be shelved <u>after</u> all the books that have the same classification letters and number, but do not have a decimal in the second line. For example:

PS	PS	PS	PS	PS	PS
4528	4528	4528.1	4528.1	4528.5	4529
.L8	.S97	.A38	.S37	.G8	.M6

The third line of a Library of Congress call number will begin with a period and a letter. This letter will then be followed by numbers. These numbers should be read as though they were decimals. Thus HM 23 .S56 will be shelved before HM 23 .S8, because .56 is smaller than .8 (think .80). Here is a row of books with Library of Congress call numbers filed in correct order:

HM	HM	HM	HM	HM
238	238	238	238	238
.B8	.G6	.G68	.G9	.T4

In cases where a book has been republished in a new or revised edition, the new date of publication is added at the end of the call number to distinguish it from other editions of the same book. When the library has more than one edition of the same book, the call numbers will be the same except for the

date in the last line, and they will be arranged in order by date. For example:

JK	JK	JK
1218	1218	1218
.S38	.S38	.S38
	1954	1962

Dewey Decimal Call Numbers

> At CSB Library all books have Library of Congress call numbers. At SJU Library, although most books have Library of Congress numbers, some have Dewey Decimal call numbers.

If the book you want has a Dewey Decimal classification call number, the call number will begin with a number ranging from 000 to 999. Books with Dewey Decimal call numbers in SJU Library are all located on the basement toward the north end (refer to floor plans on pages ii to iv).

When you have located the Dewey Decimal books in SJU library, locate the correct number of the book you want. A three digit number comes before the same number with a decimal. For example, the call number beginning with 630 comes before one beginning with 630.01. Books with Dewey Decimal call numbers are first arranged numerically and then alphabetically by the letters in the call number. Here is how a row of books with Dewey Decimal call numbers would be shelved.

228.09	343.71	423.1	614	614.09
B75g	C383b	D978r	S525	J27s

How to Check Out a Book

> The circulation desk at the SJU Library is on the Upper Level. At the CSB Library the circulation desk is on the Lower Level.

Books from the stacks must be checked out at the Circulation desks. Your SJU or CSB ID card is needed in the check out process. A card on which the due date is stamped will be placed in the pocket of the book after you have checked it out. Books can be returned in the book return slots. The return slot at CSB is just to the left of the entrance to the Lower Level. There are return slots at the SJU Library at the Circulation Desk and just to the right of the double doors which are the entrance to the Upper Level.

Reserve Materials

Books or articles are put on Reserve at the SJU or CSB Circulation Desk at the request of professors. An item on Reserve can only be checked out for two hours. Cards for books on reserve are arranged by department and then filed under professors' names. The Reserve files are located at the Circulation Desk near the book check out area. You will need your SJU or CSB ID card to check out a Reserve item.

> Go to page 6 of the colored section to complete Assignment 6.

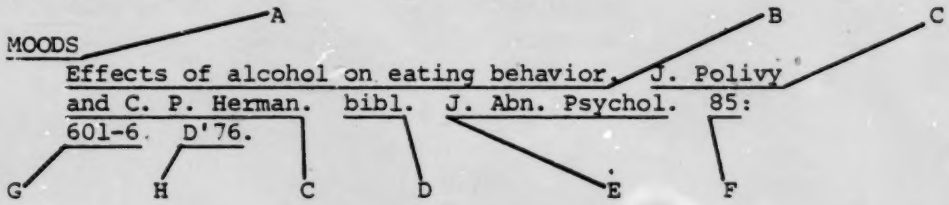
LIBRARY LOCATIONS

ITEM		SJU	CSB
A	General Works (Encyclopedias, etc.)	Lower Level	
B-BD, BG-BJ	Philosophy		
BF	Psychology		
BL-BX	Religion		
BX	Religion		
C	History and related fields		
CR-CT	Heraldry, Geanealogy		
D	History (except America)		
E	America and USA (General)		
F	USA (local) and Americas		
G	Geography, Anthropology		
H-HA	Social Sciences, Statistics	Basement	Lower Level
HB-HJ	Economics		
HM-HX	Sociology		
J,K	Political Science, Law		
L	Education		
M	Music		
N	Fine Arts		
P-PA	Classics		
PB-PQ, PT-PX	Foreign Literature		
PR,PS	English and American literature		
PZ	Fiction		
Q	General Science		
QA	Math, Computer Science		
QB	Astronomy		
QC	Physics		
QD	Chemistry		
QE	Geology		
QH-QR	Natural Sciences		
R	Medicine		
S	Agriculture		
T	Technology, Engineering		
U-V	Military and Naval Science		
Z	Bibliography, Library Science		
Dewey Decimal books in all subject areas		Upper Level	None
Reference books		Upper Level	Main Level
Indexes		Upper Level On low tables	Main Level in South Alcove
Abstracts		Upper Level in abstract shelves	Main Level in Reference Collection
Rare books		Lower Level	Main Level
Media		Media Mezzanine	Upper Level
Browsing books		Lower Level	In General collection
Oversize books		Basement	Lower Level
Periodicals		Upper Level (1946+)	Main Level (1975+)
		Basement (Pre-1946)	Lower Level (Pre-1975 and microfilm)
		Current issues in Reading Rooms on Upper and Lower Levels	Current issues in Reading Room on Main Level

CHAPTER 7. PERIODICAL INDEXES

In SJU Library the periodical indexes are arranged alphabetically by title on the low tables north of the Circulation Desk on the Upper Level (see floor plans). In the CSB Library the periodical indexes are arranged alphabetically by title around the alcove on the south side of the Main Level (see floor plans). Some special indexes at both libraries are under call number in the Reference Stacks (see the lists on pages 14-16.)

The most effective method of finding a periodical article on a particular subject or by a particular author is to use an index to periodical literature. Periodical indexes exist in almost every area of general interest as well as in more specialized areas. A citation, which is the name given to an entry in an index, includes the title of the periodical article; the author of the article, if one is given; the title of the periodical in which the article may be found; the volume number of the periodical; the page(s) the article is located on; and the date of the periodical. The following is an example of an entry or citation found in a periodical index under the subject MOODS:



A. Subject about which the article is written
B. Title of article
C. Authors of article
D. Bibliography - the article includes a bibliography
E. Name of the periodical in which the article appears (Journal of Abnormal Psychology)
F. The volume number of the periodical
G. The pages on which the article appears in volume 85 of the periodical
H. The date of volume 85 of the periodical (December, 1976).

Indexes often make use of the abbreviations in the citations and will frequently abbreviate the title of the periodical. A list of title and other abbreviations and directions for using the index will be found in the front of each volume of the index. Depending on the focus in terms of subject matter, different periodical indexes draw their citations from different types of periodicals. For example, Reader's Guide draws citations from a wide variety of general interest magazines, while Education Index draws citations only from magazines dealing with education. Each volume of an index provides you with a list arranged alphabetically by title, of all the periodicals from which citations have been drawn for that year. To find out, for example, if Social Sciences Index indexes the periodical Journal of Social Issues you would check the list of titles at the front of a volume of the Index.

LIST OF PERIODICAL INDEXES AVAILABLE AT SJU ON THE INDEX TABLES

ABC Political Science (1969-)
Accountant's Index (1977-)
Am. Hist. Assn., Recently Published Articles (1976-)
Applied Science and Technology Index (1958-)
Art Index (1950-)
Bibliographic Index (1937-)
Bibliographie de la Philosophie (1956-)
Biography Index (1940-)
Biological and Agricultural Index (1919-)
Book Review Digest (1905-)
Book Review Index (1966-)
Business Periodicals Index (1958-)
Catholic Periodical Index (1930-)
Christian Science Monitor Index (1951-)
Consumer's Index (1977-)
Cumulative Index to Periodicals (1896-1898)
Economic Books-Current Selections (1974-)
Education Index (1929-)
Elenchus Bibliographicus Biblicus (1968-)
Essay and General Literature Index (1900-)
General Science Index (1978-)
Combined Retrospective Index to Journals in History (1838-1974)
Humanities Index (1974-)
Index to Book Reviews in the Humanities (1960-)
Index of Economic Articles (1886-)
Index to Jewish Periodicals (1964-)
Index to Free Periodicals (1977-)
Index to Religious Periodical Literature (1949-1976; continued by Religion Index One)
Industrial Arts Index (1944-1957)
International Index to Periodicals (1924-)
International Medieval Bibliography (1967-)
Media Review Digest (1970-)
National Observer Index (1962-)
New York Times Index (1851-)
Philosopher's Index (1940-)
Combined Retrospective Index to Journals in Political Science (1866-1974)
Popular Periodical Index (1974-)
Population Index (1960-)
Psychological Abstracts (1927-)
Public Affairs Information Service (1915-)
Poole's Index to Periodical Literature (1882-)
Reader's Guide to Periodical Literature (1890-)
Religion Index One: Periodicals (1977-; continues Index to Religious Periodical Literature)
Religion Index Two: Multi-Author Works (1976-)
Repertoire Bibliographique des Institutions Chretiennes (RIC) (1968-)
Resources in Education (1966-)
Social Science and Humanities Index (1965-)
Social Sciences Index (1974-)
Sociological Abstracts (1952-)
Combined Retrospective Index to Journals in Sociology (1895-1974)
United States Superintendent of Documents Monthly Catalog of U.S. Gov't Publications (1971-; earlier in Documents collections under GP 3.8)

U.S. Monthly Catalog-Cumulative Index (1900-1971)
United States Serial Set Index (1959-)
Wall Street Journal Index (1968-)

LIST OF INDEXES IN THE REFERENCE COLLECTION AT SJU LIBRARY

Abstract Shelves	America: History and Life (1964-)
KF49/ .C62	Congressional Information Service Index (CIS) (1970-)
PN 771/ .C65	Contemporary Literary Criticism
Z1219/ .D68	Writings on American History (1961-)
Z1224/ .C6	Contemporary Authors
Z666/ .E17	Library Literature (1960-)
Z7006/ .M64	Modern Language Association (MLA) Bibliography (1921-)
Z7161/ .I593	International Bibliography of the Social Sciences-Anthropology (1961-)
Z7161/ .I594	International Bibliography of the Social Sciences-Sociology (1961-)
Z7163/ .I64	International Bibliography of the Social Sciences-Political Science (1961-)
Z7164/ .E2 I58	International Bibliography of the Social Sciences-Economics (1961-)
Z7554/ .USA 46	American Statistics Index (ASI) (1974-)

LIST OF PERIODICAL INDEXES ARRANGED ALPHABETICALLY BY TITLE IN THE INDEX ALCOVE AT CSB LIBRARY

Abstracts of English Studies (1974-)
Art Index (1969-)
Bibliographic Index (1970-)
Biography Index (1973-)
Catholic Periodical Index (1930-)
Cumulative Index to Nursing Literature (1956-)
CIJE (Current Index to Journals in Education) (1979-)
Education Index (1929-)
General Science Index (1978-)
Hospital Abstracts (1978-)
Hospital Literature Index (1950-; cumulative volumes published as Cumulative Index of Hospital Literature)
International Nursing Index (1973-)
Humanities Index (1977-)
International Index (1907-1965)
Minnesota Periodicals Index (1972-)
Music Article Guide (1966-)
Music Index (1949-)
New York Times Index (1969-)
19th Century Reader's Guide (1890-1899)
Nursing Studies Index (1900-)
Philosopher's Index (1967-)
Poole's Index to Periodical Literature (1802-1906)
Reader's Guide (1905-)
Resources in Education (1975-)
Sage Family Studies Abstracts (1980-)
Social Science and Humanities Index (1965-1973)

Social Sciences Index (1974-)
Social Work Research and Abstracts (1978-)
Women Studies Abstracts (1972-)
United States Monthly Catalog (1977-; 1923-1976 on microfiche)

LIST OF INDEXES IN THE REFERENCE COLLECTION AT CSB LIBRARY

AI3/ .E752	Essay and General Literature Index (1900-)
D1/ .A49	Recently Published Articles (Am. Hist. Assn.) (1980-)
PNT11/ .C59	Contemporary Literary Criticism
Z1035/ .A1B6	Book Review Index (1965-)
Z1035/ .A1C87	Current Book Review Citations (1976-)
Z1035/ .A1I63	Index to Book Reviews in the Humanities (1975-)
Z1219/ .C95	Book Review Digest (1905-)
Z1224/ .C59	Contemporary Authors
Z7006/ .M64	MLA Bibliography (1970-)

Go to page 7 of the colored section to complete Assignment 7.

CHAPTER 8. SJU - CSB PERIODICAL LIST

> SJU - CSB Periodical Lists are available on the Main Level in the CSB Library and on the Upper Level in the SJU Library.

Periodical indexes provide you with citations to articles on subjects in which you are interested. The next step in the research process is to go from the citation to the periodical article to get the information you need. To help you locate periodicals CSB and SJU have developed a computer print-out list of all the periodicals in both libraries. The list is arranged alphabetically by periodical title. Included in the list are journals or periodicals, government periodicals, and newspapers.

Examine the following sample entry from the SJU - CSB Periodical List:

```
title                                                    holding library; subscription status
      AMERICA. A CATHOLIC REVIEW OF THE WEEK.            SJU: ACTIVE   CSB: ACTIVE
           SUPERSEDES: THE MESSENGER
               SUBJECTS:  THEOLOGY    GENERAL                          WEEKLY        frequency
related        INDEXING:    SELF-INDEX    READRGUIDE   CATHPERINDO
 title(s)      CLASS:   SJU: M   CSB: 2
               HOLDINGS:                          NEAREST OTHER LOCATION: ST. CLOUD STATE
           CSB: v.1- (1909-)
           SJU: v.1- (1909-)
```

S A M P L E E N T R Y

TERMS USED

ACTIVE.....subscription to this periodical is current
INACTIVE.....library no longer subscribes; the periodical is still published
DEAD.....the periodical itself has ceased publication
SUPERSEDES.....continues another magazine, with new numbering
SELF-INDEXING.....each volume contains an index to its articles
SELF-INDEXING (C)...magazine is self-indexing (as above); also there are cumulative indexes covering several years

CLASS	SJU:		CSB:	
	M	kept on microfilm	1	bound
	B	bound	2	microfilm, and bound for the last five years
	F	kept five years only	3	kept five years only
	D	kept one year only	5	new title
			6	kept one year only

From the sample entry you can learn the following information concerning the periodical AMERICA. A CATHOLIC REVIEW OF THE WEEK:

1.) Both SJU and CSB currently receive the periodical. SJU has received the periodical since 1909, and new volumes other than the current volume are on microfilm. CSB has also received the periodical since 1909. The last five years are bound, and the earlier years are on microfilm. The periodical comes out weekly.

2.) AMERICA superseded a periodical called MESSENGER (i.e., it's basically the same periodical with a new name) and deals with general, usually theological subjects.

3.) AMERICA is indexed in Reader's Guide to Periodical Literature and in Catholic Periodical Index. In addition, each volume has its own index to the articles it contains. In the entries themselves, the periodical indexes are abbreviated. Toward the front of each Periodical List there is an explanation of these abbreviations.

In SJU Library there are three different places a volume of a periodical could be located, and the location depends on the date:

1.) The most recent issue and several back issues of non-theological periodicals are located in the Reading Room in the center of the north side of the Upper Level. The most recent issue and several back issues of theological periodicals are located in the Reading Room in the center of the north side of the Lower Level (see floor plans).

2.) Back issues (as far back as 1946) of periodicals, whether bound into hard covers or on microfilm, are arranged alphabetically by title in the grey stacks or shelves on the east and west sides of the Upper Level (see floor plans).

3.) Issues of periodicals from 1945 and older are shelved alphabetically by title in the stacks on the west side of the Basement (see floor plans).

Using the periodical AMERICA as an example, therefore:

The most current issue of AMERICA and several back issues will be located in the Reading Room on the Lower Level (AMERICA is a theological periodical). The 1974 volume of AMERICA will be on microfilm and will be in the "A" letter section of the periodical stacks on the west side of the Upper Level. The 1920 volume of AMERICA will be bound and will be shelved in the "A" letter section of the stacks on the west side of the Basement.

In CSB Library there are 3 different places a volume of a periodical could be located, and, once again, the location depends on the date:

1.) The most recent issue and one year of back issues are arranged alphabetically by title around the Reading Room on the north side of the Main Level (see floor plans).

2.) Bound volumes of periodicals back to 1975 are arranged alphabetically by title in stacks on the west end of the Main Level (see floor plans).

3.) Bound volumes of periodicals older than 1975 are on the Lower Level. All periodicals of any date on microform are on the Lower Level. The bound volumes and microforms are interfiled alphabetically by title in the stacks (see floor plans).

Using the periodical AMERICA as an example, therefore:

The most current issue of AMERICA and one year of back issues will be in the Reading Room on the north side of the Main Level. The bound volumes of AMERICA back to 1975 will be in the "A" letter section of the stacks on the west side of the Main Level. Microfilm for AMERICA for all dates from 1909 on will be in the "A" letter section of the stacks on the Lower Level. If there are bound volumes of AMERICA for 1974 and older they will be shelved in the "A" letter section of the stacks on the Lower Level.

Microform readers are available on the Upper Level in the SJU Library and on the Lower Level in the CSB Library. For answers to questions on how to interpret the Periodical List, or locate a periodical, ask at the Information Desk or the Circulation Desk at CSB or SJU.

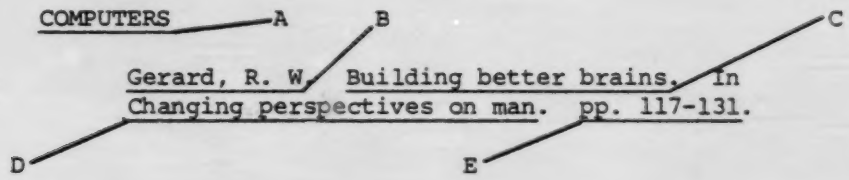
Go to page 8 of the colored section to complete Assignment 8.

CHAPTER 9. ESSAY AND GENERAL LITERATURE INDEX

> Essay and General Literature Index is located on the index tables of the Upper Level at SJU and under the call number AI3 .E752 in the Reference Collection on the Main Level at CSB.

Individual essays are not listed in the card catalog. To locate an essay on a particular subject or by a particular author you need to use Essay and General Literature Index. Although the essays listed in Essay and General Literature Index are on a wide variety of subjects, the majority are from areas in the social sciences and humanities. In addition to listing essays by and about particular authors, Essay and General Literature Index includes Supreme Court cases, anonymous works and reviews of books, motion pictures, and plays.

A citation, or entry, in Essay and General Literature Index includes the title of the essay; the author of the essay, if one is given; the title of the book or collection in which the essay may be found; and the pages on which the essay is located. The following is an example of a citation in Essay and General Literature Index on the subject COMPUTERS:



A. Subject about which the essay is written
B. Author of the essay
C. Title of the essay
D. Title of the book or collection in which the essay may be found (notice this title is preceded by the word "In")
E. Pages on which the essay is located in the book or collection.

At the back of each volume of Essay and General Literature Index there is an alphabetical list of the books indexed. This list gives information, such as publisher, author or editor, date, etc., which may be useful in locating a book containing an essay you would like to read. The information on the book from the example above, Changing perspectives on man, is as follows:

> Changing perspectives on man; ed. by Ben Rothblatt. University of Chicago Press, 1968 (The Monday lectures, 1966-67)

If you want to read Gerard's essay "Building better brains" you will need to locate the book Changing perspectives on man edited by Ben Rothblatt. Check in card catalog at both CSB and SJU Library under the title or editor of the book (NOT under the author or title of the essay, since essays, or parts of books, are not listed in the card catalog). If the book is not available at either library you can order a copy of the essay through MINITEX, an inter-library borrowing system that will be explained in the last chapter of the workbook.

Go to page 10 of the colored section to complete Assignment 9.

CHAPTER 10. BOOK REVIEW INDEXES

Book Review Digest (from 1905 - present) and Book Review Index (from 1966 - present) are available at both CSB and SJU Library. At SJU Library these book review indexes are located on the low index tables on the Upper Level. At CSB Library the book review indexes are in the Reference collection on the Main Level: Book Review Index, Z 1035/ .A1 B6; Book Review Digest, Z 1219/ .C96.

A book review is a critical analysis of a book written about the same time that the book is published. Reviews of books are useful for the literary criticism, information on authors, and knowledgeable evaluations of books which they provide. The author's style, the plot, the character development, and the theme of the book are often described and criticized.

Some periodical indexes include book reviews, but the two main reference sources for locating reviews of books are Book Review Digest and Book Review Index.

Book Review Digest - lists the book by its author, summarizes the content of the book, and gives short excerpts from some reviews to give an idea of the reviewer's reaction. A subject and title index is included. A four volume author-title index for the years 1905-1974 is available (at SJU).

Book Review Index - lists the book by its author and gives an abbreviated reference to the journal in which the review was published. Full titles of the journals can be found at the front of each volume. A title index is included beginning with the 1976 volume.

It is important to know the date a book was first published, as book reviews are issued chronologically. When looking for a review check the volume of the index that corresponds to the year the book was published. If no reviews are listed, check the volumes for one or two years after the date of publication. When you cannot locate reviews of a book in either Book Review Digest or Book Review Index, you should try looking in Current Book Review Citations (CSB; REF Z1035/ .A1C87) or in the book review section of a periodical index that deals with subject matter similar to the subject of the book for which you need a review.

Go to page 11 of the colored section to complete Assignment 10.

CHAPTER 11. NEWSPAPERS AND NEWSPAPER INDEXES

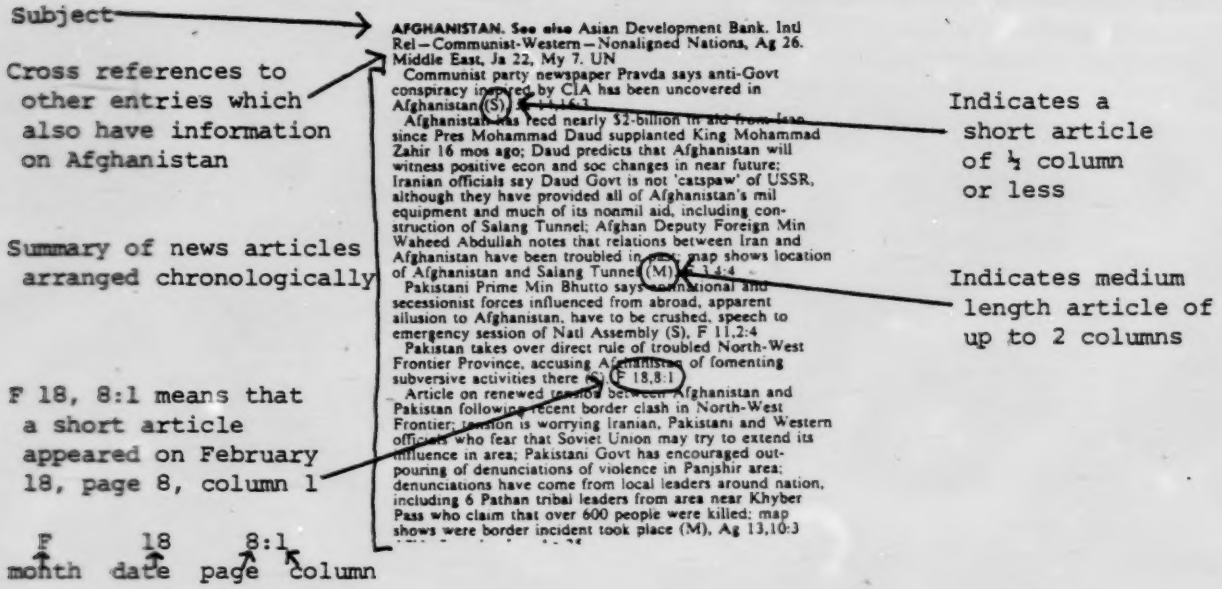
At CSB Library current newspapers are kept in a reading room on the north side of the Main Level (see floor plans). At SJU Library current newspapers are kept in the reading room on the north side of the Upper Level (see floor plans). Both libraries have back files of the New York Times on microfilm in addition to having a current subscription. CSB's backfile is from 1968, and the microfilm for the New York Times (and the National Catholic Reporter) is on the Lower Level. SJU's backfile is from 1857 and the microfilm for the New York Times and several other newspapers (National Observer, Wall Street Journal, Christian Science Monitor, National Catholic Reporter) is located on the east side of the circulation desk by the microform readers (see floor plans).

Between them, CSB and SJU Library have subscriptions to about 50 local, national, and foreign newspapers. Newspapers are sources of valuable information, both current and past. The New York Times is one of the most important newspapers because of its extensive coverage of state, national, and international news. It will often give the complete text of important speeches and documents, and its articles summarize and analyze important topics in the news, including political, social, humanistic, artistic, and scientific events. Biographical information in the New York Times can sometimes be more extensive and up to date than in any other source.

Newspaper Indexes

Newspaper indexes at CSB Library are shelved in the south alcove of the Reference Collection with the other indexes. At SJU Library the newspaper indexes are on the low tables on the Upper Level.

Indexes exist for some of the major newspapers, and SJU Library has indexes for Wall Street Journal, Christian Science Monitor, National Observer, and the New York Times. CSB Library has the index to the New York Times from 1969 on. The New York Times Index is one of the most complete newspaper indexes and is made up of brief summaries of news and editorial matters under subject and name headings that are arranged alphabetically. Entries under each heading are then arranged chronologically; e.g., an entry for an article that appeared in January, 1975 comes before an article on the same topic which appeared in February's New York Times for 1975. Examine the following sample from the New York Times Index for 1975:


Subject
Cross references to other entries which also have information on Afghanistan
Summary of news articles arranged chronologically
F 18, 8:1 means that a short article appeared on February 18, page 8, column 1
F month
18 date
8:1 page column
AFGHANISTAN. See also Asian Development Bank. Intl Rel—Communist-Western—Nonaligned Nations, Ag 26.
Middle East, Ja 22, My 7. UN
Communist party newspaper Pravda says anti-Govt conspiracy inspired by CIA has been uncovered in Afghanistan (S), F 14,16:3
Afghanistan has recd nearly $2-billion in aid from Iran since Pres Mohammad Daud supplanted King Mohammad Zahir 16 mos ago; Daud predicts that Afghanistan will witness positive econ and soc changes in near future; Iranian officials say Daud Govt is not 'catspaw' of USSR, although they have provided all of Afghanistan's mil equipment and much of its nonmil aid, including construction of Salang Tunnel; Afghan Deputy Foreign Min Waheed Abdullah notes that relations between Iran and Afghanistan have been troubled in past; map shows location of Afghanistan and Salang Tunnel (M), F 14,4:4
Pakistani Prime Min Bhutto says nationalist and secessionist forces influenced from abroad, apparent allusion to Afghanistan, have to be crushed, speech to emergency session of Natl Assembly (S), F 11,2:4
Pakistan takes over direct rule of troubled North-West Frontier Province, accusing Afghanistan of fomenting subversive activities there (S), F 18,8:1
Article on renewed tension between Afghanistan and Pakistan following recent border clash in North-West Frontier; tension is worrying Iranian, Pakistani and Western officials who fear that Soviet Union may try to extend its influence in area; Pakistani Govt has encouraged outpouring of denunciations of violence in Panjshir area; denunciations have come from local leaders around nation, including 6 Pathan tribal leaders from area near Khyber Pass who claim that over 600 people were killed; map shows were border incident took place (M), Ag 13,10:3
Indicates a short article of ½ column or less
Indicates medium length article of up to 2 columns

Note: Remember to note what annual volume you are using.

Steps for using the New York Times Index (and other newspaper indexes) are as follows:

1.) Locate the index on the index tables on the Upper Level at SJU or in the south alcove of the Main Level at CSB.

2.) Look up the topic or personal name in which you are interested

3.) "See also" references should be noted as subject headings under which other articles related to your topic can be found.

4.) Read through the summaries of the articles to pinpoint the one(s) which are of interest

5.) Write down the citation noting month, day, page, and column of the article, and the year of the index you are using

6.) Go to the microform cabinets or shelves and select the reel which contains the year and date of the newspaper in which your article appears.

Go to page 12 of the colored section to complete Assignment 11.

CHAPTER 12. GOVERNMENT DOCUMENTS

> The Government Documents at SJU are located in stacks on the east side of the Upper Level (see floor plans). There is no separate documents collection at CSB. The Monthly Catalog, the index to government documents is available at both libraries. At SJU Library the Monthly Catalog from 1970 to the present is on an index table on the Upper Level. Older Monthly Catalogs are in documents stacks under the number GP 3.8. At CSB Monthly Catalogs from 1977 to the present are in the south alcove on the Main Level. Older Monthly Catalogs are on microfiche which is available on the Main Level.

The United States Government is the largest publisher in the world, publishing a huge number and variety of documents each year. These documents are issued by various agencies and range in subject matter from congressional hearings and current statistics to recipes and consumer information. For many areas of study, like economics, history, government and science, they are essential research materials.

SJU is a partial depository library which means that it receives, free of charge, a large number of federal documents each year. Many of the documents you will need for your research will be available here and can be checked out. Documents which you need that are not available here can be ordered through MINITEX, an interlibrary borrowing system that will be explained in the following chapter.

Most government documents are not listed in the card catalog. To locate documents you must use an index called the Monthly Catalog of United States Government Publications (most commonly called the Monthly Catalog).

The Monthly Catalog, as the title indicates, appears each month. It is cumulated every year, and an annual index can be found at the back of each cumulation. Starting in 1974 the index is in three sections: subject, personal author, and title. Before 1974 indexing was primarily by subject.

Use the following samples taken from the 1978 Monthly Catalog to help you understand how to find government documents on a subject in which you are interested:

> Suppose you are doing a paper on life on other planets. You have found books and magazine articles on the subject, and since space research is important to the U.S. Government, you believe there will also be documents on your subject.
>
> You begin by looking in the index of the Monthly Catalog:

Heading in the Subject Index under which you find citations to documents on your subject

Citations to documents on the subject in which you are interested

Entry number of the citation to the document which you most want to examine

78 - 9397

Year of the Monthly Catalog

Entry number in the entry section

In the Entry Section of the Monthly Catalog, citations to government documents are arranged consecutively by entry number. Once you have found an entry number in the Index, find that same number in the Entry Section for a brief description of the document

SUBJECT INDEX

Life expectancy — Wyoming — Statistics.
State life tables, 78-7109
U.S. decennial life tables., 78-7109
Wyoming, 78-7109

Life on other planets.
Life in the universe : an exhibit of the National Air and Space Museum.. 78-7625
Possibility of intelligent life elsewhere in the universe : report /, 78-10024
Rock pushing and sampling under rocks on Mars /, 78-26151
The search for extraterrestrial intelligence : SETI /, 78-9397

Life-preservers.
Flotation and survival equipment studies /, 78-9689
Flotation and survival equipment studies [errata] /, 78-9690
Personal flotation devices research : phase II /, 78-26637, 78-26638

Life-saving — New England.
MAST is saving lives : an EMS success story in northeastern New York, Vermont, and northwestern New Hampshire /, 78-885

ENTRY SECTION

78-9396

NAS 1.21:417

A geological basis for the exploration of the planets / edited by Ronald Greeley and Michael H. Carr. — Washington : National Aeronautics and Space Administration, Scientific and Technical Information Office ; Springfield, Va. : for sale by the National Technical Information Service, 1976.
22161
x, 109 p. : ill. ; 27 cm. — (NASA SP ; 417)
Published in 1970 under title: A strategy for the geologic exploration of the planets, edited by M. H. Carr.
Bibliography: p. 104-106.
pbk.
1. *Planets — Geology. 2. *Planets — Exploration. 3. *Cosmochemistry. I. Greeley, Ronald. II. Carr, Michael H. III. Series: United States. National Aeronautics and Space Administration. NASA SP ; 417.

OCLC 2809306

78-9397

NAS 1.21:419

The search for extraterrestrial intelligence : SETI / edited by Philip Morrison ... John Billingham and John Wolfe ... — Washington : National Aeronautics and Space Administration, Scientific and Technical Information Office : for sale by the Supt. of Docs., U.S. Govt. Print. Off., 1977.
20402
xv, 276 p. : ill. ; 25 cm. — (NASA SP ; 419)
Includes bibliographical references.
●Item 830-I
S/N 033-000-00696-9
pbk. : $4.50

Page 148

Entry number

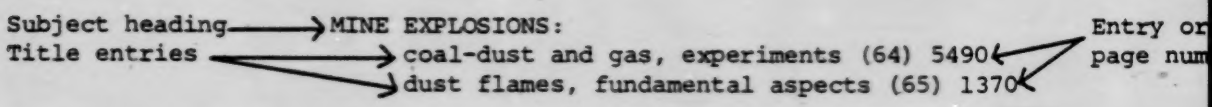
Title, authors, date of publication and issuing agency of the document

Description, size, cost, etc. of the document

Superintendent of documents number. You must have this number in order to locate a document in the document stacks

NAS 1.21:419

Shelved beside the volumes of the Monthly Catalog on the index table at SJU Library is the Cumulative Subject Index to the Monthly Catalog 1900-1971. This cumulative index indexes under subject heading all entries from the Monthly Catalog for the period 1900-1971. Under each subject heading there is a list of titles of documents on that particular subject. After each title there are two numbers, for example:



The numbers in brackets give the year of the Monthly Catalog in which the entry can be found. The other numbers give the entry number (for all entries after September, 1947) of the document in the Monthly Catalog or the page number (for all entries before September, 1947) on which the document entry is located. For more detailed instructions on use of the Cumulative Subject Index consult the explanation inside the cover of each volume.

When you have found the SuDoc number from the entry section of the Monthly Catalog, go to the Government Documents stacks which are on the east side of the Upper Level (see floor plans) at SJU Library to locate the document. Documents which SJU Library has can be checked out, and documents the library doesn't have can be ordered through MINITEX. If you have any problem using the Monthly Catalog or locating a document, ask for help at the Information Desk.

The most essential element of the description of the document in the entry section is the Superintendent of Documents number (usually called SuDoc number). At SJU Library documents are arranged according to SuDoc numbers which are written in the upper left corner of each document.

Look at the SuDoc number from the document on extra terrestrial intelligence.

NAS 1.21:419

The letters in the SuDoc number, in this case NAS, stand for the department which issued the document. National Aeronautics and Space Administration published this item, therefore, the NAS in the SuDoc number. SuDoc numbers of documents issued by the Department of Agriculture begin with A; by the Commerce Department with C; by the State Department with S, etc. The numbers in the SuDoc number stand for various offices, series and yearly publications within each federal department. Remember that SuDoc numbers are different from call numbers: the numbers after the decimal point in SuDoc numbers are whole numbers, not fractions. Therefore, NAS 1.6:210 will come before NAS 1.21:419 on the documents shelves.

Go to page 13 of the colored section to complete Assignment 12.

CHAPTER 13. MINITEX (MINNESOTA INTERLIBRARY TELETYPE EXCHANGE)

MINITEX forms can be obtained at the Information Desk at the CSB or SJU Library.

In doing research for class assignments you will discover periodical articles, books, essays, book reviews, government documents, or newspaper articles which you would like to use but are not available at either the CSB or SJU Library. When this occurs, you should use an interlibrary borrowing system called MINITEX.

MINITEX is the result of an agreement among librarians in Minnesota, North Dakota, and Wisconsin to share the materials which they own. Due to this agreement, it is possible for a person at CSB or SJU to borrow a book or obtain a copy of an article from a magazine which the libraries do not have. If you borrow a book through MINITEX it will have a due date, and it should be returned to the CSB or SJU circulation desk by that date. Periodical articles are copied, and you can keep the xerox copy of the article you order. All successful MINITEX requests cost 25¢. To order something from MINITEX, pick up a MINITEX MATERIALS REQUEST FORM at the Information Desk at CSB or SJU, fill it out, and return it to the Information Desk. In 5-10 days the item you ordered will be available for you to pick up at the Circulation Desk of the library where your request was made.

Things which may not be ordered through MINITEX are:

1.) Items owned by the CSB or SJU Library;
2.) Media (slides, records, filmstrips, etc.);
3.) Books published within the last year;
4.) Over 50 pages of photocopying.

Items available at Saint Cloud State can be ordered through MINITEX, but it is quicker to go there and use them if you can (Remember, however, that Saint Cloud State library charges $5.00 for each overdue book and at least $20.00 for any book not returned). CSB and SJU identification cards can be used at the Saint Cloud State Library. Arrangement for renewal of a book ordered through MINITEX must be made one week in advance of the due date. Remember that MINITEX does not translate foreign articles into English.

Go to page 15 of colored section to complete Assignment 13.

EXERCISE

SECTION

NAME

PROFESSOR

ASSIGNMENT 1. DICTIONARIES

Questions 1, 2, and 3 can be done at either CSB or SJU library. For where Question 4 can be done, check the location information following the title of the subject dictionary you are to use.

1. According to an unabridged dictionary (you may have to check more than one), the meaning of noctivagant is: 1.____

   A. wanders at night
   B. having a large nose
   C. having nine legs

2. Look up the word splinty in the Oxford English Dictionary (CSB and SJU). Who used this word in a quotation in 1789? 2.____

   A. Burns
   B. Young
   C. J. Williams

3. According to an abridged dictionary, the word oviposit is a(n): 3.____

   A. Pronoun
   B. Adverb
   C. Verb
   D. Noun
   E. Adjective

4. Use the American Political Dictionary (CSB and SJU) to answer the following question. What is the meaning of the word or phrase: stalking horse? 4.____

   A. a presidential candidate who functions as a decoy
   B. strong competitor for an elected position
   C. one who gets least votes in an election

NAME _____

PROFESSOR _____

ASSIGNMENT 2. ENCYCLOPEDIAS

Check for location information following the names of the encyclopedias you will need to use.

5. Using the Collier's Encyclopedia (1980 ed., CSB only) find out: The city of Sapulpa was founded in: 5.____

   A. 1876
   B. 1917
   C. 1905
   D. 1888

6. Now using the International Encyclopedia of the Social Sciences find out the volume and page number for the article on the subject Screening and selection (use the index in volume 17 if necessary). This encyclopedia is available at CSB and SJU. 6.____

   A. volume 14, pages 123-127
   B. volume 15, pages 18-22
   C. volume 13, pages 8-14
   D. volume 13, pages 406-417

7. Now look at the end of the article. The first "see also" reference given is: 7.____

   A. Statistics
   B. Sample surveys
   C. Clustering
   D. Estimation

8. A bibliography is included with the article. The title of the second reference listed is: 8.____

   A. Selection and morphological variability
   B. Prenatal selection and dermatoglyphic patterns
   C. Improvement by means of selection
   D. Population structure and genetic heterogeneity

NAME _____

PROFESSOR _____

ASSIGNMENT 3. CLASSIFICATION SYSTEMS

Determine whether the following call numbers are Library of Congress or Dewey Decimal.

9. 025.
461
Un3
c

A. Dewey Decimal
B. Library of Congress

9.____

10. E
183.8.
I4
R6

A. Dewey Decimal
B. Library of Congress

10.____

11. QC
863.
E3

A. Dewey Decimal
B. Library of Congress

11.____

12. 621.3841
M81

A. Dewey Decimal
B. Library of Congress

12.____

NAME

ASSIGNMENT 4. CARD CATALOG-AUTHOR AND TITLE APPROACH PROFESSOR

To complete questions 13-17 you will need to use both CSB and SJU card catalogs. Check for location information in each question.

13. John Weightman (CSB) wrote a book assigned the call number PQ 305 W4 1973b. Its title is: 13.____

A. The identity of the priest
B. The future of Christian marriage
C. The concept of the avant-garde: explorations in modernism
D. The concubine

14. Richard Haven (CSB) wrote a book assigned the call number PR 4484 H35. Its title is: 14.____

A. Most ancient Egypt
B. He is the still point of the turning world
C. A cold fire burning
D. Patterns of consciousness; an essay on Coleridge

15. Who wrote the book The degrees of knowledge (CSB) (B 2430 .M33 D53)? 15.____

A. Cipriano A. Canosa
B. Evode Beaucamp, O. F. M.
C. Malcolm Scott Carpenter
D. Jacques Maritain

16. Who wrote the book The conditions of agricultural growth (SJU) (HD 1445 .B65)? 16.____

A. T. P. Casper
B. James Edward Gardner
C. Ester Boserup
D. Florence Converse

17. The call number of Government and citizenship (SJU) by Albert T. Cole is: 17.____

A. QC 9 .G3 B48
B. JK 1759 .C64
C. PS 3521 .E735 D6 1977
D. JX 2977 .C62

NAME _____

PROFESSOR _____

ASSIGNMENT 5. CARD CATALOG-SUBJECT APPROACH

Check location information to determine which library's card catalog to use to answer questions 18 and 19. Question 20 can be done at either library.

18. Check the tracings on the bottom of the card for a book by Charles Wegener (CSB) with the call number LC 1011 .W43. The first subject heading listed is: 18.____

A. Education, Humanistic
B. Lyceums
C. Universities and colleges-Curricula
D. Education-Curricula

19. Look in the card catalog under the subject heading you chose in question number 18 above. The first book listed on this subject is: 19.____

A. Theory and practice in the elementary school (CB 1555 S2 1951)
B. How to educate human beings (LB 875 F523)
C. Culture out of anarchy: the reconstruction of American higher learning (LA 226 .J47)
D. The arts of learning and communication (LC 485 A8)

20. There might be other related subject headings under which you could find additional information. Using the same subject heading, look in the Library of Congress Subject Headings books. The first "sa" (see also) reference listed under your subject is: 20.____

A. Suburban schools
B. Classical education
C. Video tapes in education
D. Ability grouping in education

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NAME _____

PROFESSOR _____

ASSIGNMENT 6. THE STACKS

Questions 21 and 22 are to be answered at SJU Library. Question 23 needs to be answered at CSB Library.

Go into the stacks and find the books with the first call number listed for each question. Fill in the letter of the correct title in the answer column. If the book with the first call number is not on the shelf, find the substitute book with the second call number given.

21. 591.96 M79 n (SJU) 21.____

A. No room in the ark
B. Psychohistory and religion
C. Chapters of Erie

591.994 B28 (SJU)

A. An Australian animal book
B. People and plans
C. Joybells of life

22. HB 3711 .S39 1939 (SJU) 22.____

A. What is redaction criticism?
B. Business cycles
C. Select documents of European history

HG 407 .M2 (SJU)

A. The structure of experience
B. Bimetalism
C. A textbook on roofs and bridges

23. PR 2995 .G3 (CSB) 23.____

A. Hester Lilly
B. La dramaturgie de Shakespeare
C. The king must die

GB 124 .W4 F4 (CSB)

A. A history of Argentina
B. Physiography of Western United States
C. Chile and Allende

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NAME

PROFESSOR

ASSIGNMENT 7. PERIODICAL INDEXES

Questions 24-26 can be done at either CSB or SJU Library. Question 27 must be done at CSB Library.

For questions 24-26 you will need to use:

Reader's Guide to Periodical Literature (SJU and CSB, 1905+)
Social Sciences Index (SJU and CSB, 1965+)
Public Affairs Information Service Bulletin (SJU, 1915+)

You have been assigned a term paper topic. It looks as though you could find relevant periodical articles on the topic in the three indexes listed above. Look in the volume of the three indexes listed above that covers November, 1965. Your topic is Medical ethics.

24. Which of the three indexes cites an article on pages 49-72 of volume 41 from the periodical Notre Dame Lawyer? 24.____

A. Reader's Guide to Periodical Literature
B. Social Sciences Index
C. Public Affairs Information Service Bulletin

25. Which of the three indexes cites an article by F. Loomis? 25.____

A. Reader's Guide to Periodical Literature
B. Social Sciences Index
C. Public Affairs Information Service Bulletin

26. Which of the three indexes cites an article with the title "Qualitative birth control"? 26.____

A. Reader's Guide to Periodical Literature
B. Social Sciences Index
C. Public Affairs Information Service Bulletin

27. The abbreviation used in Cumulative Index to Nursing Literature (CSB) for 1971 for the periodical title Journal of the American Association of Nurse Anesthetists is: 27.____

A. J AM ASS NUR ANES
B. J AMER ASS NURSE ANESTH
C. J AM ASS NURS AN

12

NAME

PROFESSOR

ASSIGNMENT 8. PERIODICAL LIST AND LOCATIONS

Questions 28-30 are done using the Periodical List which is available at either CSB or SJU Library. Answer questions 31-33 at the library specified in each question.

Look up the following periodical title in the SJU-CSB Periodical List and answer the next three questions:
VENEZUELA UP-TO-DATE

28. What year(s) of this periodical does SJU own? 28.____

A. 1978-1979
B. 1978-current
C. 1979-current
D. none

29. What year(s) of this periodical does CSB own? 29.____

A. 1978-current
B. 1978-1979
C. 1979-current
D. none

30. Which of the following periodical indexes lists citations from this periodical? 30.____

A. Book Review Index
B. Contemporary Authors
C. PAIS (Public Affairs Information Servica Bulletin)
D. Religion Index One

You are typing the bibliography of a term paper you have written, and you suddenly realize you have forgotten to write down the author and title for a particular magazine article. All you have is the following information:

HISPANIA, vol. 52, 1969, pp. 21-25

Using the Periodical List, check to see if SJU or CSB has the periodical mentioned above for the date you need. Then go to the correct location, find the volume you need, and answer the following questions:

31. Where in CSB Library did you go to get the volume you needed? 31.____

A. Upper Level
B. Main Level
C. Lower Level

NAME

PROFESSOR

ASSIGNMENT 8. PERIODICAL LIST AND LOCATIONS

32. What is the title and who is the author of this article? 32._____

A. Latin American Novel From 1920-1960 by T. E. Lyon
B. Azorin, Alferez de Cervantes by P. Descouzis
C. Poet and Pine by D. F. Fogelquist

33. If SJU Library also had Hispania for 1969, where would the volume you need be located? 33._____

A. Basement
B. Upper Level Stacks
C. Lower Level Reading Room

NAME

PROFESSOR

ASSIGNMENT 9. ESSAY AND GENERAL LITERATURE INDEX

For the following questions you will need to use Essay and General Literature Index (available at both CSB and SJU Library). Your term paper topic is the type that would have essays written about it.

Look in the volume of Essay and General Literature Index that covers 1948-1954. Your topic is: Stars

34. The author of the essay "Constitution and evolution of stars" in the book Century of science is: 34.____

A. W. H. McCrea
B. H. B. Hough
C. W. Shepherd

35. To locate the essay by P. Doig you would look in the card catalog under the title: 35.____

A. The stars
B. Astronomy for everyman
C. New physics

36. The title of an essay by A. C. T. Meynell in the book Essays is: 36.____

A. Modern theories of the origin of the universe
B. Seasons and the stars
C. Tethered constellations

45

NAME

PROFESSOR

ASSIGNMENT 10. BOOK REVIEW INDEXES

Questions 37-40 can be done at either CSB or SJU.

You are assigned to read the book House of Farnese, which was reviewed in the year 1969. Using Book Review Digest and Book Review Index answer the following questions:

37. Who is the author of the book? 37.____

A. T. Rosebury
B. G. R. Solari
C. P. Sherlock

38. On what page(s) did you find the reviews for the book in Book Review Digest? 38.____

A. 1409-1410
B. 853-854
C. 1234-1235
D. 658-659

39. How many reviews of the book did you find listed in Book Review Index? 39.____

A. 11
B. 1
C. 9
D. 4

40. What is the full title of the magazine in which the first review listed in Book Review Index appears? 40.____

A. Jewish Social Studies
B. Philosophical Review
C. Church History

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NAME

PROFESSOR

ASSIGNMENT 11. NEWSPAPER INDEXES

To determine which library you will need to use to complete questions 41 and 42, refer to the date of the article you are to find. If the date is 1968 or earlier you will need to use SJU Library. For dates of 1969 or later you can complete questions 41 and 42 at either CSB or SJU Library. You will need to use the index to the New York Times, and you will need to examine a reel of the New York Times on microfilm.

You want to read an article from the January 12, 1973 New York Times newspaper on the topic Kangaroos.

41. On which page and column of the New York Times newspaper did the article appear? 41.____

A. Page 15, Column 4
B. Page 6, Column 3
C. Page 43, Column 6
D. Page 10, Column 5

42. Locate the reel of the New York Times microfilm that contains the date of your article. From examining the microfilm, what is the headline for the article you looked up in the previous question? 42.____

A. A better life for the kangaroos
B. Hunt for roo meat curtailed
C. Killing of kangaroo curbed by ban on some exports
D. Government puts kangaroo under its protection

17

NAME

PROFESSOR

ASSIGNMENT 12. GOVERNMENT DOCUMENTS

Questions 43-47 must all be done at SJU Library.

Locate the Monthly Catalog on the index table directly in front of the Periodical Reading Room on the Upper Level of SJU Library.

The 1973 Monthly Catalog lists a government publication on Calcasieu River.

43. What is the entry number of the publication? 43.____

A. 30080
B. 20210
C. 28434

44. What is the Superintendent of Documents number for this publication? 44.____

A. A 1.47:972
B. Y 4.In8/13:Ir7
C. EP 1.2:C12

45. Which United States Government agency issued this publication? 45.____

A. Environmental Protection Agency
B. Community Health Service
C. Internal Revenue Service

46. The Cumulative Subject Index, 1900-1971 lists a government publication on salt-water baths, an entry for which appears in the 1914 Monthly Catalog. The entry or page number is: 46.____

A. 42
B. 513
C. 703

Go to the Government Documents stacks to complete question 47. If the publication you are looking for is not in its proper place, complete question 48.

47. What is the title of the publication with the SuDoc number FS 2.300:AP-17? 47.____

A. Notions for nibbling
B. Books that help children deal with a hospital experience
C. Atmospheric emissions from the manufacture of Portland cement

DO THIS NEXT QUESTION ONLY IF YOU COULD NOT FIND THE DOCUMENT FOR THE QUESTION ABOVE. 18

NAME

PROFESSOR

ASSIGNMENT 12. GOVERNMENT DOCUMENTS

48. What is the title of the publication with the SuDoc number ER 1.11:ERDA-76/121? 48._____

A. Civil rights in Maine
B. Bureau of Health Professions
C. Benefit analysis of reprocessing and recycling light water reactor fuel

19

NAME

PROFESSOR

ASSIGNMENT 13. MINITEX

49. Pick up a MINITEX card at the Information Desk at either the CSB Library or the SJU Library. Using any citation from a periodical index, fill out a MINITEX request form to order a copy of a periodical article. Attach your completed form to the bottom of this page.

EXERCISE

SECTION

IR0089451

NAME _____

PROFESSOR _____

ASSIGNMENT 1. DICTIONARIES

Questions 1, 2, and 3 can be done at either CSB or SJU library. For where Question 4 can be done, check the location information following the title of the subject dictionary you are to use.

1. According to an unabridged dictionary (you may have to check more than one), the meaning of noctivagant is: 1._____

   A. wanders at night
   B. having a large nose
   C. having nine legs

2. Look up the word splinty in the Oxford English Dictionary (CSB and SJU). Who used this word in a quotation in 1789? 2._____

   A. Burns
   B. Young
   C. J. Williams

3. According to an abridged dictionary, the word oviposit is a(n): 3._____

   A. Pronoun
   B. Adverb
   C. Verb
   D. Noun
   E. Adjective

4. Use the American Political Dictionary (CSB and SJU) to answer the following question. What is the meaning of the word or phrase: stalking horse? 4._____

   A. a presidential candidate who functions as a decoy
   B. strong competitor for an elected position
   C. one who gets least votes in an election

NAME

PROFESSOR

ASSIGNMENT 2. ENCYCLOPEDIAS

Check for location information following the names of the encyclopedias you will need to use.

5. Using the Collier's Encyclopedia (1980 ed., CSB only) find out: The city of Sapulpa was founded in: 5.____

   A. 1876
   B. 1917
   C. 1905
   D. 1888

6. Now using the International Encyclopedia of the Social Sciences find out the volume and page number for the article on the subject Screening and selection (use the index in volume 17 if necessary). This encyclopedia is available at CSB and SJU. 6.____

   A. volume 14, pages 123-127
   B. volume 15, pages 18-22
   C. volume 13, pages 8-14
   D. volume 13, pages 406-417

7. Now look at the end of the article. The first "see also" reference given is: 7.____

   A. Statistics
   B. Sample surveys
   C. Clustering
   D. Estimation

8. A bibliography is included with the article. The title of the second reference listed is: 8.____

   A. Selection and morphological variability
   B. Prenatal selection and dermatoglyphic patterns
   C. Improvement by means of selection
   D. Population structure and genetic heterogeneity

NAME _____

PROFESSOR _____

ASSIGNMENT 3. CLASSIFICATION SYSTEMS

Determine whether the following call numbers are Library of Congress or Dewey Decimal.

9. 025.
461
Un3
c

A. Dewey Decimal
B. Library of Congress

9.____

10. E
183.8.
I4
R6

A. Dewey Decimal
B. Library of Congress

10.____

11. QC
863.
E3

A. Dewey Decimal
B. Library of Congress

11.____

12. 621.3841
M81

A. Dewey Decimal
B. Library of Congress

12.____

NAME _____

PROFESSOR _____

ASSIGNMENT 4. CARD CATALOG-AUTHOR AND TITLE APPROACH

To complete questions 13-17 you will need to use both CSB and SJU card catalogs. Check for location information in each question.

13. John Weightman (CSB) wrote a book assigned the call number PQ 305 W4 1973b. Its title is: 13.____

A. The identity of the priest
B. The future of Christian marriage
C. The concept of the avant-garde: explorations in modernism
D. The concubine

14. Richard Haven (CSB) wrote a book assigned the call number PR 4484 H35. Its title is: 14.____

A. Most ancient Egypt
B. He is the still point of the turning world
C. A cold fire burning
D. Patterns of consciousness; an essay on Coleridge

15. Who wrote the book The degrees of knowledge (CSB) (B 2430 .M33 D53)? 15.____

A. Cipriano A. Canosa
B. Evode Beaucamp, O. F. M.
C. Malcolm Scott Carpenter
D. Jacques Maritain

16. Who wrote the book The conditions of agricultural growth (SJU) (HD 1445 .B65)? 16.____

A. T. P. Casper
B. James Edward Gardner
C. Ester Boserup
D. Florence Converse

17. The call number of Government and citizenship (SJU) by Albert T. Cole is: 17.____

A. QC 9 .G3 B48
B. JK 1759 .C64
C. PS 3521 .E735 D6 1977
D. JX 2977 .C62

NAME _____

PROFESSOR _____

ASSIGNMENT 5. CARD CATALOG-SUBJECT APPROACH

Check location information to determine which library's card catalog to use to answer questions 18 and 19. Question 20 can be done at either library.

18. Check the tracings on the bottom of the card for a book by Charles Wegener (CSB) with the call number LC 1011 .W43. The first subject heading listed is: 18.____

A. Education, Humanistic
B. Lyceums
C. Universities and colleges-Curricula
D. Education-Curricula

19. Look in the card catalog under the subject heading you chose in question number 18 above. The first book listed on this subject is: 19.____

A. Theory and practice in the elementary school (CB 1555 S2 1951)
B. How to educate human beings (LB 875 F523)
C. Culture out of anarchy: the reconstruction of American higher learning (LA 226 .J47)
D. The arts of learning and communication (LC 485 A8)

20. There might be other related subject headings under which you could find additional information. Using the same subject heading, look in the Library of Congress Subject Headings books. The first "sa" (see also) reference listed under your subject is: 20.____

A. Suburban schools
B. Classical education
C. Video tapes in education
D. Ability grouping in education

NAME _____

PROFESSOR _____

ASSIGNMENT 6. THE STACKS

Questions 21 and 22 are to be answered at SJU Library. Question 23 needs to be answered at CSB Library.

Go into the stacks and find the books with the first call number listed for each question. Fill in the letter of the correct title in the answer column. If the book with the first call number is not on the shelf, find the substitute book with the second call number given.

21. 591.96 M79 n (SJU) 21.____

A. No room in the ark
B. Psychohistory and religion
C. Chapters of Erie

591.994 B28 (SJU)

A. An Australian animal book
B. People and plans
C. Joybells of life

22. HB 3711 .S39 1939 (SJU) 22.____

A. What is redaction criticism?
B. Business cycles
C. Select documents of European history

HG 407 .M2 (SJU)

A. The structure of experience
B. Bimetalism
C. A textbook on roofs and bridges

23. PR 2995 .G3 (CSB) 23.____

A. Hester Lilly
B. La dramaturgie de Shakespeare
C. The king must die

GB 124 .W4 F4 (CSB)

A. A history of Argentina
B. Physiography of Western United States
C. Chile and Allende

NAME

PROFESSOR

ASSIGNMENT 7. PERIODICAL INDEXES

Questions 24-26 can be done at either CSB or SJU Library. Question 27 must be done at CSB Library.

For questions 24-26 you will need to use:

Reader's Guide to Periodical Literature (SJU and CSB, 1905+)
Social Sciences Index (SJU and CSB, 1965+)
Public Affairs Information Service Bulletin (SJU, 1915+)

You have been assigned a term paper topic. It looks as though you could find relevant periodical articles on the topic in the three indexes listed above. Look in the volume of the three indexes listed above that covers November, 1965. Your topic is Medical ethics.

24. Which of the three indexes cites an article on pages 49-72 of volume 41 from the periodical Notre Dame Lawyer? 24.____

A. Reader's Guide to Periodical Literature
B. Social Sciences Index
C. Public Affairs Information Service Bulletin

25. Which of the three indexes cites an article by F. Loomis? 25.____

A. Reader's Guide to Periodical Literature
B. Social Sciences Index
C. Public Affairs Information Service Bulletin

26. Which of the three indexes cites an article with the title "Qualitative birth control"? 26.____

A. Reader's Guide to Periodical Literature
B. Social Sciences Index
C. Public Affairs Information Service Bulletin

27. The abbreviation used in Cumulative Index to Nursing Literature (CSB) for 1971 for the periodical title Journal of the American Association of Nurse Anesthetists is: 27.____

A. J AM ASS NUR ANES
B. J AMER ASS NURSE ANESTH
C. J AM ASS NURS AN

NAME

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ASSIGNMENT 8. PERIODICAL LIST AND LOCATIONS

Questions 28-30 are done using the Periodical List which is available at either CSB or SJU Library. Answer questions 31-33 at the library specified in each question.

Look up the following periodical title in the SJU-CSB Periodical List and answer the next three questions:
VENEZUELA UP-TO-DATE

28. What year(s) of this periodical does SJU own? 28.____

A. 1978-1979
B. 1978-current
C. 1979-current
D. none

29. What year(s) of this periodical does CSB own? 29.____

A. 1978-current
B. 1978-1979
C. 1979-current
D. none

30. Which of the following periodical indexes lists citations from this periodical? 30.____

A. Book Review Index
B. Contemporary Authors
C. PAIS (Public Affairs Information Service Bulletin)
D. Religion Index One

You are typing the bibliography of a term paper you have written, and you suddenly realize you have forgotten to write down the author and title for a particular magazine article. All you have is the following information:

HISPANIA, vol. 52, 1969, pp. 21-25

Using the Periodical List, check to see if SJU or CSB has the periodical mentioned above for the date you need. Then go to the correct location, find the volume you need, and answer the following questions:

31. Where in CSB Library did you go to get the volume you needed? 31.____

A. Upper Level
B. Main Level
C. Lower Level

NAME _____

ASSIGNMENT 8. PERIODICAL LIST AND LOCATIONS PROFESSOR _____

32. What is the title and who is the author of this article? 32._____

A. Latin American Novel From 1920-1960 by T. E. Lyon
B. Azorin, Alferez de Cervantes by P. Descouzis
C. Poet and Pine by D. F. Fogelquist

33. If SJU Library also had Hispania for 1969, where would the volume you need be located? 33._____

A. Basement
B. Upper Level Stacks
C. Lower Level Reading Room

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ASSIGNMENT 9. ESSAY AND GENERAL LITERATURE INDEX

For the following questions you will need to use Essay and General Literature Index (available at both CSB and SJU Library). Your term paper topic is the type that would have essays written about it.

Look in the volume of Essay and General Literature Index that covers 1948-1954. Your topic is: Stars

34. The author of the essay "Constitution and evolution of stars" in the book Century of science is: 34.____

A. W. H. McCrea
B. H. B. Hough
C. W. Shepherd

35. To locate the essay by P. Doig you would look in the card catalog under the title: 35.____

A. The stars
B. Astronomy for everyman
C. New physics

36. The title of an essay by A. C. T. Meynell in the book Essays is: 36.____

A. Modern theories of the origin of the universe
B. Seasons and the stars
C. Tethered constellations

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ASSIGNMENT 10. BOOK REVIEW INDEXES

Questions 37-40 can be done at either CSB or SJU.

You are assigned to read the book House of Farnese, which was reviewed in the year 1969. Using Book Review Digest and Book Review Index answer the following questions:

37. Who is the author of the book? 37.____

A. T. Rosebury
B. G. R. Solari
C. P. Sherlock

38. On what page(s) did you find the reviews for the book in Book Review Digest? 38.____

A. 1409-1410
B. 853-854
C. 1234-1235
D. 658-659

39. How many reviews of the book did you find listed in Book Review Index? 39.____

A. 11
B. 1
C. 9
D. 4

40. What is the full title of the magazine in which the first review listed in Book Review Index appears? 40.____

A. Jewish Social Studies
B. Philosophical Review
C. Church History

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ASSIGNMENT 11. NEWSPAPER INDEXES

To determine which library you will need to use to complete questions 41 and 42, refer to the date of the article you are to find. If the date is 1968 or earlier you will need to use SJU Library. For dates of 1969 or later you can complete questions 41 and 42 at either CSB or SJU Library. You will need to use the index to the New York Times, and you will need to examine a reel of the New York Times on microfilm.

You want to read an article from the January 12, 1973 New York Times newspaper on the topic Kangaroos.

41. On which page and column of the New York Times newspaper did the article appear? 41.____

A. Page 15, Column 4
B. Page 6, Column 3
C. Page 43, Column 6
D. Page 10, Column 5

42. Locate the reel of the New York Times microfilm that contains the date of your article. From examining the microfilm, what is the headline for the article you looked up in the previous question? 42.____

A. A better life for the kangaroos
B. Hunt for roo meat curtailed
C. Killing of kangaroo curbed by ban on some exports
D. Government puts kangaroo under its protection

NAME _____

ASSIGNMENT 12. GOVERNMENT DOCUMENTS PROFESSOR _____

Questions 43-47 must all be done at SJU Library.

Locate the Monthly Catalog on the index table directly in front of the Periodical Reading Room on the Upper Level of SJU Library.

The 1973 Monthly Catalog lists a government publication on Calcasieu River.

43. What is the entry number of the publication? 43.____

A. 30080
B. 20210
C. 28434

44. What is the Superintendent of Documents number for this publication? 44.____

A. A 1.47:972
B. Y 4.In8/13:Ir7
C. EP 1.2:C12

45. Which United States Government agency issued this publication? 45.____

A. Environmental Protection Agency
B. Community Health Service
C. Internal Revenue Service

46. The Cumulative Subject Index, 1900-1971 lists a government publication on salt-water baths, an entry for which appears in the 1914 Monthly Catalog. The entry or page number is: 46.____

A. 42
B. 513
C. 703

Go to the Government Documents stacks to complete question 47. If the publication you are looking for is not in its proper place, complete question 48.

47. What is the title of the publication with the SuDoc number FS 2.300:AP-17? 47.____

A. Notions for nibbling
B. Books that help children deal with a hospital experience
C. Atmospheric emissions from the manufacture of Portland cement

DO THIS NEXT QUESTION ONLY IF YOU COULD NOT FIND THE DOCUMENT FOR THE QUESTION ABOVE.

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ASSIGNMENT 12. GOVERNMENT DOCUMENTS

48. What is the title of the publication with the SuDoc number ER 1.11:ERDA-76/121? 48._____

A. Civil rights in Maine
B. Bureau of Health Professions
C. Benefit analysis of reprocessing and recycling light water reactor fuel

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ASSIGNMENT 13. MINITEX

49. Pick up a MINITEX card at the Information Desk at either the CSB Library or the SJU Library. Using any citation from a periodical index, fill out a MINITEX request form to order a copy of a periodical article. Attach your completed form to the bottom of this page.